

Cleveland City Schools
Board of Education Regular Meeting
August 5, 2024 5:30 PM
Educational Support Center



1. **Welcome**

2. **Moment of Silence/Pledge of Allegiance**

3. **Comments from Chairman Tucker**

4. **Public Comments**

5. ***Consent Agenda**
 - A. **Approval of Regular Agenda**
 - B. **Approval of Minutes from June 10, 2024 Board Meeting**
 - C. **Approval of Overnight Field Trips**
None
 - D. **Approval of Second Reading of Policies**
5.305
6.404
 - E. **Family Resource Center Director Job Description**
 - F. **Non-Faculty Coach List**
 - G. **Cleveland City Schools Organizational Chart**
 - H. **2024-2025 DHA Committee**

6. **Regular Agenda**
 - A. **Director's Update**
 - B. **Spotlight**
Retiring Teachers
Board Member - Krista McKay

- C. ***First Reading of Policies**
 - 5.113
 - D. ***First and Final Reading of Policies:**
 - 1.501, 1.800
 - 2.403, 2.806
 - 3.202, 3.205
 - 4.201, 4.213, 4.214, 4.301, 4.403, 4.600, 4.603
 - 5.307, 5.701, 5.802
 - 6.203, 6.300, 6.309, 6.316, 6.318, 6.4052, 6.409
 - E. **Strategic Plan Focus** Mr. Kelly Kiser
Human Resources
 - F. **Student Representative's Introduction** Jackson Aseron
 - G. **CHS PBIS Program** Donald Benton
7. **Facilities Committee Update**
Mr. Hal Taylor
Update of 775 Raider Drive
Update on summer projects
- A. ***ESSR funds projects**
8. **Legislative Updates**
9. **"B" Agenda**
- A. **Financial Report**
 - B. **Personnel Report**
 - C. **School Highlights**
 - Mayfield
 - Yates Primary
 - Stuart
 - D. **Dates to Remember**
 - September:**
 - 2nd- Labor Day - Holiday - District Closed
 - 5th- TSBA Fall District Meeting - Athens City Intermediate School
 - 3rd- Board of Education Meeting
 - October:**
 - 7th-11th- Fall Break - District Closed
 - 14th- Board of Education Meeting
 - November:**
 - 4th- Board of Education Meeting
 - 5th- Staff Development Day - No School for Students
 - 7th-10th- TSBA Annual Convention - Nashville TN

25th- Staff Development Day - No School for Students
26-29th- Thanksgiving Holiday - District Closed

December:

2nd- Board of Education Meeting

20th- Abbreviated Day for Students

- Middle/High Dismissal- 10:30 am
- Elementary Dismissal- 11:30 am

23rd-Jan 3rd- Winter Break - District Closed

January 2025:

6th- Board of Education Meeting

6th & 7th- Teacher In-service- No School for Students

20th- Martin Luther King Jr Day - District Closed

February:

3rd- Board of Education Meeting

14th- Staff Development Day - No School for Students

17th- Presidents' Day - District Closed

March:

3rd- Board of Education Meeting

10th-14th- Spring Break - District Closed

April:

7th- Board of Education Meeting

18th- Spring Holiday

May:

5th- Board of Education Meeting

23rd- Last Day of School- Abbreviated Day

- Middle/High Dismissal- 10:30 am
- Elementary Dismissal- 11:30 am

June:

2nd- Board of Education Meeting

10. **Adjourn**

**Cleveland City Schools
Board of Education Regular Meeting**



June 10, 2024, 5:30 PM

Administrative Office Building, Board Room

Attendance Taken at 5:30 PM.

Mr. Matthew Coleman: Present
Ms. Carolyn Ingram: Absent
Mr. Andy Lay: Present
Ms. Krista McKay: Present
Mrs. Peggy Pesterfield: Present
Mrs. Jodi Riggins: Present
Mr. Nate Tucker: Present

1. Welcome

Chairman Tucker welcomed everyone and special guest Lynn Volez from BCPEF to the meeting.

2. Moment of Silence/Pledge of Allegiance

Chairman Tucker led us in a Moment of Silence and Pledge of Allegiance.

3. Comments from Chairman Tucker

As chairman for the Cleveland City Schools Board of Education, I'm committed to:

- Running an orderly and efficient meeting
- Treating everyone with respect
- Board Members will be provided
 - Equal voice for all matters
 - Should communicate through the Director of Schools for addressing his staff

Reminders For Parents and Community:

- Board of Education policies can be found on the ClevelandSchools.org website. When there, Click Menu and select Policy Manual under the Board of Education section.
- Our meetings are not public forums. However, the board has made accommodations for you to address the board via:
 - School Board Policy 1.404, which includes two options along with the requirements listed. Those options being:
 - Appearing before the board via a pre-meeting request
 - Addressing the board on agenda items via same-day request

4. Public Comments

No public comment was requested.

5. *Consent Agenda

Motion to approve consent agenda passed with a motion by Mr. Matthew Coleman and a second by Mrs. Peggy Pesterfield.

Mr. Matthew Coleman: Yes

Mr. Andy Lay: Yes

Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes

Mrs. Jodi Riggins: Yes

Mr. Nate Tucker: Yes

Yes: 6, No: 0

5.A. Approval of Regular Agenda

5.B. Approval of Minutes from May 6, 2024, Board Meeting

5.C. Approval of Overnight Field Trips

- Trip 1882 - Approved by Executive Committee 5/23/2024
- Trip 1907
- Trip 1909
- Trip 1915
- Trip 1922

5.D. Approval of Second Reading of Policies

- 6.400
- 6.4081
- 6.505
- 6.602
- 6.702

5.E. LEA Consolidated Plan 24-25

This has been submitted to the state but has not been approved

5.F. Proposed Adult Meal Price Increase

5.G. FY 23-24 General Fund Amendment #3

6. Regular Agenda

6.A. Director's Update

Dr. Elliott gave an update on Cleveland City Schools:
Congratulations to the Cleveland High School Class of 2024!
Carolyn Ingram was celebrated at Yates Primary

Fantastic plays, concerts, and arts programs were held throughout the district.

End-of-the-Year Awards Programs

Spring Sports Teams advanced through district, regional, and sectional play.

Congratulations to State Track Winners: Sawyer Boyd (2nd Place, Hurdles); Owen Clemons (2nd Place, 1600 m); Charice Ryan (8th place, 200 m).

Congratulations to CHS Athlete Lauren Hurst (USA Women's U17 National Team)

Welcome, Mr. Ryan Swartzentruber to Candy's Creek Cherokee Elementary Schools as the next Assistant Principal!

May 14th: TOSS Session on Legislative Updates

May 21: Rotary Presentation

End-of-School Year Site Visits

Last week of May:

Professional Development Days for Administrative Team

Evaluations

Behavior

Mental Health

Legislative Updates

May 30: Trauma-Informed Summit with Teachers, hosted at Lee University

Making the Move to 775 Raider Drive, which will be known as Cleveland City Schools Central Support

End of June: Academics and Student Information Team

Week of July 8: Student Services/Child Nutrition

July 17-18: Business

Week of July 29: Human Resources

City Council Meeting Update from Monday, June 10

Thank you to Mr. Kiser for your service as Interim Director of Schools!

6.B. Spotlight- Mr. Adam Moss

Adam Moss updated the board on how the summer camps are held at Yates, CMS and CHS.

- Yates - Space Camp Theme- 188 students led by Dr. Jessica Bigham
- CMS - Lead by Casey Price- 384 students 4-8 grade
- CHS - offered Credit Recovery and Raider Excel - 60 rising 9th graders targeted group based on grade

Mr. Moss invited the board to visit the camps alongside Jamie Corin from TDOE on Wednesday at 1:30 p.m.

The board has requested data be shared with them regarding Summer Camps - Mr. Moss will provide this information.

6.C. *Positions/Job Description

Dr. Elliott announced he would be phasing out the Chief of Staff position at the district office there will be a cost savings to the district with these changes. With that, he will be adding some responsibilities to the HR Director position to include Assistant

Director of Schools duties. With this shift and the need to recruit, develop, and retain high-quality staff, a Human Resources Specialist will be added to the Human Resources department. The Board has approved the job descriptions for these roles. Motion to approve the following new job positions, Assistant Director of Schools and Human Resource Specialist. passed with a motion by Ms. Krista McKay and a second by Mr. Matthew Coleman.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

6.D. •FY 2025 Funding Increases

TISA Funding Increases to the 2025 budget. This additional funding will allow the purchase of additional tools used in the I-Ready program that we currently use and seven (7) additional positions and leaves funds for additional positions that may be needed when the school year begins.

Motion to approve TISA FY 2024/2025 Increase passed with a motion by Mrs. Peggy Pesterfield and a second by Ms. Krista McKay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

6.E. *Parental Leave Presentation- Mr. Kelly Kiser

Kelly Kiser gave a presentation on eligible employees not covered under state law will receive an additional six weeks of paid leave following a birth, stillbirth, or adoption of a newly placed minor child.

Motion to approve the funding of Parental Leave passed with a motion by Mrs. Jodi Riggins and a second by Ms. Krista McKay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes

Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

6.F. *First Reading of Policies

- Policy 5.305
- Policy 6.404

Motion to approve first reading of Policy 5.305 and Policy 6.404 passed with a motion by Mrs. Peggy Pesterfield and a second by Mrs. Jodi Riggins.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

6.G. Strategic Plan Focus

Kellye Bender presented on Elementary Education. ELA, Math curriculum SAVVAS, STEM, Capturing Kids Hearts Showcase school, after-school tutoring program at all elementary schools, and end of year plays, programs and activities.

Dr. Alicia Kahrs presented the Cleveland Connects program, which includes a three-year Stronger Connections grant with four focus areas: students, staff, families and our schools.

6.H. Student Representative's Update

Not available. The student representative will return in August 2024.

Andrea will send Jackson Aresons information to all board members as requested.

7. *Facilities Committee Update

Hal Taylor has asked the board for approval to increase Project Management approval from \$5,000 to \$25,000. This will allow Hal to approve changes needed to these projects without interruption to the project. .

He updated the board on the projects throughout the district.

Ross - Electrical switchboard is completed

Candy's Creek - addition construction has begun

Painting at CMS and Stuart have started

The Denning Center - Family Resource Center transition - More information soon

CHS - Football field lighting and CTE electrical upgrades

Central Support Building - starting to move in next week will be completed by the August 5 board meeting.

Motion to approve the increase of funding approval for Hal Taylor acting as the Project Manager to approve project changes from \$5,000-\$25,000 passed with a motion by Mr. Andy Lay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

8. Legislative Updates

- None

9. "B" Agenda

9.A. Financial Report

9.B. Personnel Report

9.C. School Highlights

- CMS

9.D. Dates to Remember

10. Adjourn

Nate Tucker adjourned the June 10, 2024, Board Meeting at 7:20 p.m.

Motion to approve adjourn June 10, 2024, Board Meeting at 7:20 p.m. passed with a motion by Mr. Matthew Coleman and a second by Ms. Krista McKay.

Mr. Matthew Coleman: Yes
Mr. Andy Lay: Yes
Ms. Krista McKay: Yes
Mrs. Peggy Pesterfield: Yes
Mrs. Jodi Riggins: Yes
Mr. Nate Tucker: Yes
Yes: 6, No: 0

Nate Tucker, Chairman

8/5/2024

Carolyn Ingram, Vice Chairman

8/5/2024

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Family and Medical Leave	Descriptor Code: 5.305	Issued Date: 08/01/23
		Rescinds: 5.305	Issued: 03/13/23

ELIGIBILITY

Anyone who has been employed for at least twelve (12) months by the school district and anyone who has at least 1,250 hours of service (hours used for leave, even FMLA leave, shall not be credited for service for purposes of FMLA eligibility¹) during the previous twelve-month period shall be eligible to use FMLA leave.²

GENERAL PRINCIPLES

An eligible employee shall be granted, upon request, up to twelve (12) weeks unpaid leave during a fixed calendar year for the following reasons:

1. The birth of a child;
2. The placement of a child with the employee for adoption or foster care;
3. A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her job position;
4. The care of a spouse, child, or parent of the employee who has a serious health condition; and
5. Any qualifying circumstances arising out of the fact that a spouse, child, or parent of the employee is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces.

An employee may substitute accrued paid leave for unpaid time. Use of accrued paid leave shall run concurrently with and be counted toward the employee's total period of FMLA leave.

MATERNITY/PATERNITY LEAVE

1. *Relationship between FMLA leave and Tennessee Maternity Leave Act* - FMLA leave shall run concurrently with leave provided under the Tennessee Maternity Act, which affords eligible employees leave for a period not to exceed four (4) months for the adoption, pregnancy, childbirth, and nursing of a newborn child.³
2. *Teachers' Leave* - In accordance with state law, any teacher who goes on maternity or paternity leave shall be allowed to use all or a portion of the teacher's accumulated sick or annual leave

for maternity leave purposes. In order to be eligible to use sick leave, written request of the teacher accompanied by a statement from the teacher's physician verifying pregnancy shall be submitted. Upon verification by a written statement from an adoption agency or other entity handling an adoption, a teacher may also be allowed to use accumulated leave for adoption of a child. If both adoptive parents are teachers employed by the district, however, only one (1) parent is entitled to use such leave.⁴

3. Spouses who are both eligible employees of the school district are limited to a combined total of twelve (12) workweeks of FMLA leave in a single twelve (12) month period if the leave is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, or to care for a parent or child who has a serious health condition. Under certain circumstances, spouses who share leave for the birth or adoption of a child may be eligible for limited amounts of additional leave for other qualifying FMLA reasons.⁵
4. *Paid Parental Leave* – Under state law, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees include teachers, principals, supervisors, or other individuals required by law to hold a valid license of qualification for employment who have been employed with a school district full time for at least twelve (12) consecutive months.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave does not need to be taken consecutively; however, the paid leave shall be used within twelve (12) months of the qualifying event. The leave shall run concurrently with FMLA leave.⁶

5. *Paid Parental Leave for Employees Not Covered Under State Law*- For employees not covered under state law by Paid Parental Leave, an additional six (6) work weeks of paid leave is available to eligible employees after a birth, stillbirth, or adoption of a newly placed minor child. An eligible employee taking leave under this provision shall not be required to utilize any other type of accrued leave during this period. Eligible employees are individuals who have been employed with Cleveland City Schools full time for at least twelve (12) consecutive months and are not eligible for Paid Parental Leave under the current state law.

Employees shall provide notice to the school district thirty (30) days prior to the intended use of the leave. If the employee learns about the need for leave less than thirty (30) days in advance, the employee shall give notice as soon as reasonably possible in order to be eligible for the paid leave. This paid leave shall be taken consecutively immediately following the birth, stillbirth, or adoption of a newly placed minor child. The leave shall run concurrently with FMLA leave.

LEAVE FOR A SERIOUS HEALTH CONDITION⁶⁷

Eligible employees, upon request, shall be granted up to twelve (12) weeks of unpaid leave when he/she is unable to work because of a serious health condition or to care for an immediate family member with a serious health condition. Employees shall contact Human Resources to determine if the reason for leave qualifies as FMLA leave. If the leave is foreseeable, the employee shall give thirty (30) days' notice. If the leave is not foreseeable, the employee shall notify Human Resources as soon as practicable—generally, either the same or next business day.

LEAVE FOR MILITARY FAMILY MEMBERS

1. *Qualifying Exigency Leave*⁸ - Eligible employees are entitled to up to twelve (12) workweeks of leave because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee, as defined under the FMLA, is on active duty, or has been notified of an impending call to active duty, or has been notified of an impending call to active duty status in the Armed Forces. Qualifying exigencies may include:
 - a. Issues arising from the service member's short notice deployment;
 - b. Military events and related activities (e.g. official ceremonies, support programs);
 - c. Making or updating financial and legal arrangements;
 - d. Attending counseling;
 - e. Taking up to fifteen (15) days leave to spend time with a covered service member who is on short-term rest and recuperation leave during deployment; or
 - f. Attending post-deployment activities.

2. *Military Caregiver Leave*⁹ - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member or covered veteran with a serious injury or illness is entitled to up to twenty-six (26) workweeks of leave in a "single twelve (12) month period." A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in out-patient status, or is otherwise on the temporary disability retired list for a serious injury or illness.

A covered veteran is an individual who was a member of the Armed Forces at any time during the period of five (5) years preceding the date of the medical treatment, recuperation, or therapy that has a serious injury or illness who is currently receiving medical treatment, recuperation, or therapy.

The single twelve (12) month period for military caregiver leave begins on the first day the employee takes leave for this reason and ends twelve (12) months later. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave to provide care for a covered service member. The maximum of twenty-six (26) workweeks may include no more than twelve (12) workweeks of leave that is taken for the birth and care of a newborn child, for the placement of a child for adoption or foster care, for care of a parent who has a serious health condition, or for the employee's own serious health condition.

INTERMITTENT LEAVE¹⁰

Eligible employees may take FMLA leave intermittently when medically necessary to care for a seriously ill family member, because of the employee's own serious health condition, or for the care for a newborn, a newly adopted child, or a newly placed foster care child. When an employee requests foreseeable leave for planned medical treatment and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the school district may require that such employee elect either to take the leave for periods of a particular duration, not to exceed the duration of the planned medical treatment, or to transfer temporarily to an available alternative position offered by the school district for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.

RESTRICTIONS

1. Notice Requirements

- a. *Employee Notice*¹¹- For foreseeable leave, the employee shall provide the Director of Schools with at least thirty (30) days written notice before the beginning of the anticipated leave.
- b. *District Notice*- Once it has been established that the leave requested qualifies for FMLA, the Director of Schools/designee shall notify the employee within three (3) business days (absent extenuating circumstances) that any leave taken pursuant to state leave statutes (paid vacation leave, personal leave, sick leave, or workers' compensation) shall run concurrently with FMLA leave.¹² The notice may be given orally or in writing. If the notice is oral, it shall be confirmed in writing, no later than the following pay day.¹³

2. Certification Requirement¹⁴

- a. The Director of Schools may require that a request for leave be supported by certification issued by a health care provider with the following information:
 - i. The date on which the serious health condition commenced;
 - ii. The probable duration of the condition;
 - iii. The appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - iv. A statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time that such employee is needed.
- b. If there is any reason to doubt the validity of the certification provided, the Director of Schools may require, at the expense of the school district, an opinion of a second health care provider.

3. Period Near the End of an Academic Term (Professional Employees)¹⁵

- a. If leave is taken more than five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if

the leave is at least three (3) weeks of duration and the return of employment would occur during the three (3) week period before the end of the term.

- b. If the leave is taken five (5) weeks prior to the end of the term, the Director of Schools may require the employee to continue taking leave until the end of the term if the leave is greater than two (2) weeks duration and the return to employment would occur during the two (2) week period before the end of the term.

REQUIREMENTS OF THE BOARD¹⁶

1. The employee shall be restored to the same position of employment or an equivalent position with no loss of benefits, pay, or other terms of employment.
2. The employee shall be kept under any group health plan for the duration of the leave.
3. The Board may recover the premium paid under the following conditions:
 - a. The employee fails to return from leave after the period of leave has expired; and
 - b. The employee fails to return to work for a reason other than the continuation, recurrence, or onset of a serious health condition or other circumstances beyond the control of the employee.

Legal References

1. *Hinson v. Tecumseh Products Co.*, 2000 U.S. App. LEXIS 26778, at *1—10 (6th Cir. Oct. 17, 2000)
2. 29 USCA § 2601, 2611—2619
3. TCA 49-5-702; TCA 4-21-408
4. TCA 49-5-710(a)(2); TCA 8-50-802(a)(4)
5. 29 CFR § 825.120(a)(3)
6. Public Acts of 2023, Chapter No. 399
7. 29 CFR § 825.113
8. 29 CFR § 825.126
9. 29 CFR § 825.124; 29 CFR § 825.127
10. 29 CFR § 825.202
11. 29 CFR § 825.302-825.304
12. 29 CFR § 825.207
13. OP Tenn. Atty Gen 94-006 (Jan 13, 1994); *Plant v. Morton International, Inc.*, 212 F. 3d 929, 932 (6th Cir. 2000)
14. 29 CFR § 825.305-825.313
15. 29 CFR § 825.602
16. 29 USCA § 2614

Cross References

Sick Leave 5.302
 Long-Term Leaves of Absence 5.304

Cleveland City Board of Education

Monitoring: Review: Annually, in May	Descriptor Term: Acquired Immune Deficiency Syndrome	Descriptor Code: 6.404	Issued Date: 08/05/24
		Rescinds: 6.404	Issued: 05/08/06

1 **LIABILITY AND NON-DISCRIMINATION**

2 Students infected with HIV shall not be denied enrollment in school. The Board shall not prevent an HIV
3 infected student from participating in the continuation of his/her education on the basis of HIV infection.
4 Further, the student shall be subject to the same rules for class assignment, privileges and participation
5 in any school-sponsored activities as all other students. The Board shall strive to maintain a respectful
6 school climate for HIV infected students.

7 Mandatory screening for communicable diseases not spread by casual everyday contact, such as HIV
8 infection, shall not be a condition for school entry or attendance.¹

9 **ATHLETICS**

10 A student who is HIV positive may not be denied the opportunity to participate in school athletic
11 programs based solely on his/her HIV status. All reasonable accommodations shall be made to allow
12 students with HIV to participate in school-sponsored physical activities.¹

13 **ADMINISTRATIVE RESPONSIBILITIES FOR CONFIDENTIALITY**

14 If a student's parents/guardians choose to disclose the child's HIV status, all matters pertaining to that
15 student will be directed by procedures initiated by the Director of Schools.

16 The Director of Schools shall be responsible for requesting medical records from the parent/guardian
17 and a statement from the student's physician regarding health status of the student reported to have HIV/
18 AIDS. In addition, the Director of Schools will gather information regarding the student's cumulative
19 school record.

20 **CONFIDENTIALITY**

21 No information concerning an HIV infected student shall be divulged, directly or indirectly, to any other
22 individual or group without the written consent of the parent/guardian. All medical information and
23 written documentation of discussions, telephone conversations, proceedings and meetings shall be kept
24 by the Director of Schools in a locked file. If the HIV infected student is under the age of eighteen (18),
25 access to this file will be granted only to those persons who have the written consent of the infected
26 student's parent's/guardians.

27 **Under no circumstances shall information identifying a student with AIDS be released to the**
28 **public.**^{2,3}

29

1 APPROPRIATE ALTERNATIVE EDUCATION PROGRAMS

2 In determining the educational placement of a student known to be infected with HIV, school authorities
3 shall follow established policies and procedures for students with disabilities. School authorities shall
4 reassess placement if there is a change in the student's need for accommodations or services.

5 HIV PREVENTION EDUCATION/CURRICULUM^{1,4}

6 The Director of Schools shall be responsible for developing instructional objectives to address each
7 terminal objective in the state AIDS curriculum framework and provide each teacher responsible for
8 teaching AIDS education with these objectives. Students shall further be taught universal precautions
9 through the K-8 Healthful Living and Lifetime Wellness curricula and through the Board's **system's** HIV
10 prevention education program **as stated in administrative procedures**.

11 The state AIDS curriculum and related instructional objectives will be used in grades K-12. Parents and
12 guardians shall have convenient opportunities to preview all HIV prevention curricula and materials in
13 accordance with the provisions of the Family Education Law of 1989.

14 Students shall have access to voluntary and confidential counseling about matters related to HIV.
15 Administrators shall maintain a list of counseling and testing resources for student use.

16 INFECTION CONTROL

17 The Director of Schools shall develop an Occupational Safety and Health Administration (OSHA)-based
18 infection control plan in which each school will provide for: 1) well-maintained and easily accessible
19 materials necessary to follow universal precautions, and 2) designate first responders responsible for
20 implementing infection control guidelines, including investigating, correcting, and reporting on
21 instances of exposure. All schools shall further follow the most current Centers for Disease Control and
22 Prevention (CDC) Universal Precautions for Prevention of Transmission of Human Immunodeficiency
23 Virus, Hepatitis B Virus, and Other Blood borne Pathogens in Health Care Settings and the OSHA blood
24 borne pathogens standard.⁴

Legal References

1. TRR/MS 0502-01-13-.02
2. TCA 68-10-113
3. 20 USC 1232(g); 34 CFR § 300.571-2
4. State Board of Education Policy No. 5.300; 29 CFR 1910.1030(c)(1)(i)

Cross References

- Section 504 & ADA Grievance Procedures 1.802
Special Education 4.202
Special Programs 4.206

CLEVELAND CITY SCHOOLS

TITLE	DIRECTOR OF FAMILY AND COMMUNITY RESOURCES
QUALIFICATIONS	<ol style="list-style-type: none">1. Bachelor's Degree required. Master's Degree in related field, preferred2. Valid teacher's license in related field with appropriate endorsement required3. Valid administrator's license4. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree5. Ability to work successfully with parents, students, and district personnel6. Ability to collaboratively work with diverse community agencies7. Knowledge of education codes related to student rights8. Strong written, verbal, presentation, and interpersonal skills9. Ability to maintain a flexible work schedule10. Such alternatives to the qualifications as the Director may find appropriate11. 12 month contract-FLSA exempt
REPORTS TO	Director of Schools
JOB GOAL	To provide educational programs for at-risk families and to collaborate with public support agencies to better serve the community.
ESSENTIAL FUNCTIONS	<ol style="list-style-type: none">1. Assists district and school personnel to identify target students and families2. Assists in implementing programs to increase student and family level of success3. Collaborates with community organizations to provide needed resources to children and families4. Develops and maintains a database of community resources to address specific needs of families and school personnel5. Assists target students and families in their efforts to improve the condition and quality of family life6. Maintains a system to track and report services provided7. Makes home visits when necessary to obtain or deliver information8. Provides and organizes parenting skills training9. Participates in meetings of Family Resource Center (FRC) Advisory Council, schools, community-based organizations, district staff development and professional training10. Assists in preparing annual FRC reports of performance and effectiveness11. Serves as system coordinator for grants management with Bradley Cleveland Public Education Foundation and Allied Arts12. Creates, fosters, and builds relationships with business partners13. Serves as a resource for school family engagement events14. Develop new funding sources through grant writing15. Performs other duties as assigned by the Director of Schools

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 25 lbs., with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure
2. Adaptability to accept responsibility of the direction, control or planning of an activity
3. Adaptability to deal with people beyond giving and receiving instruction
4. Adaptability to make generalizations, evaluations, or decisions based on sensory or judgmental criteria

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: Ability to “catch on” or understand instructions and underlying principles and ability to reason and make judgments
2. Verbal: Ability to understand meanings of words and the ideas associated with them
3. Numerical: Ability to perform arithmetic operations quickly and accurately
4. Data Perceptions: Ability to understand and interpret information which may be presented in the form of graphs, charts, or tables

WORK CONDITIONS

Normal working environment

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of the personnel so assigned.

MEMO

Date: July 29, 2024

To: Dr. Elliott and Cleveland City Schools Board of Education

From: Kelly Kiser-Assistant Director of Schools

Please find below the 2024-2025 list of volunteer/non-faculty coaches provided by Cleveland Middle School for your approval.

Baseball- Josh McCoy (Non-Faculty)
Dance - Kelly Owens (Non-Faculty)
Football - Codero Rowland (Non-Faculty)
Football - Michael Connolly (Non-Faculty)
Track - Ryan Hemming (Non-Faculty)
Volleyball - Ashley Green (Non-Faculty)
Volleyball - Hannah Longley (Non-Faculty)
Swimming - Crystal Dauphinais (Non-Faculty)
Softball - Allison Turner (Non-Faculty)
Wrestling- Diamond Young (Non-Faculty)

MEMO

Date: July 29, 2024

To: Dr. Elliott and Cleveland City Schools Board of Education

From: Kelly Kiser-Assistant Director of Schools

Please find below the 2024-2025 list of volunteer/non-faculty coaches provided by Cleveland High School for your approval.

FALL

Cross Country- Johnny Clemons (Non-Faculty)
Football- Gerald Riggs(Non-Faculty); Tuff Bohanon (Non-Faculty) Nick Stallcup (Non-Faculty)
Football- Isaac Haruo (Non-Faculty); Tyler Manes (Non-Faculty)
Boys' and Girls' Golf- Lamar Mills (Non-Faculty)
Girls' Soccer- Elizabeth Sanders (Non-Faculty)
Volleyball- Kristen Michaelis (Volunteer)
Volleyball- Daniel Millsaps (Non-Faculty)
Volleyball- Emma Duggan (Non-Faculty)
Bowling- William Bullington (Non-Faculty)
VB/BB Cheer- Elizabeth Eachus (Non-Faculty)

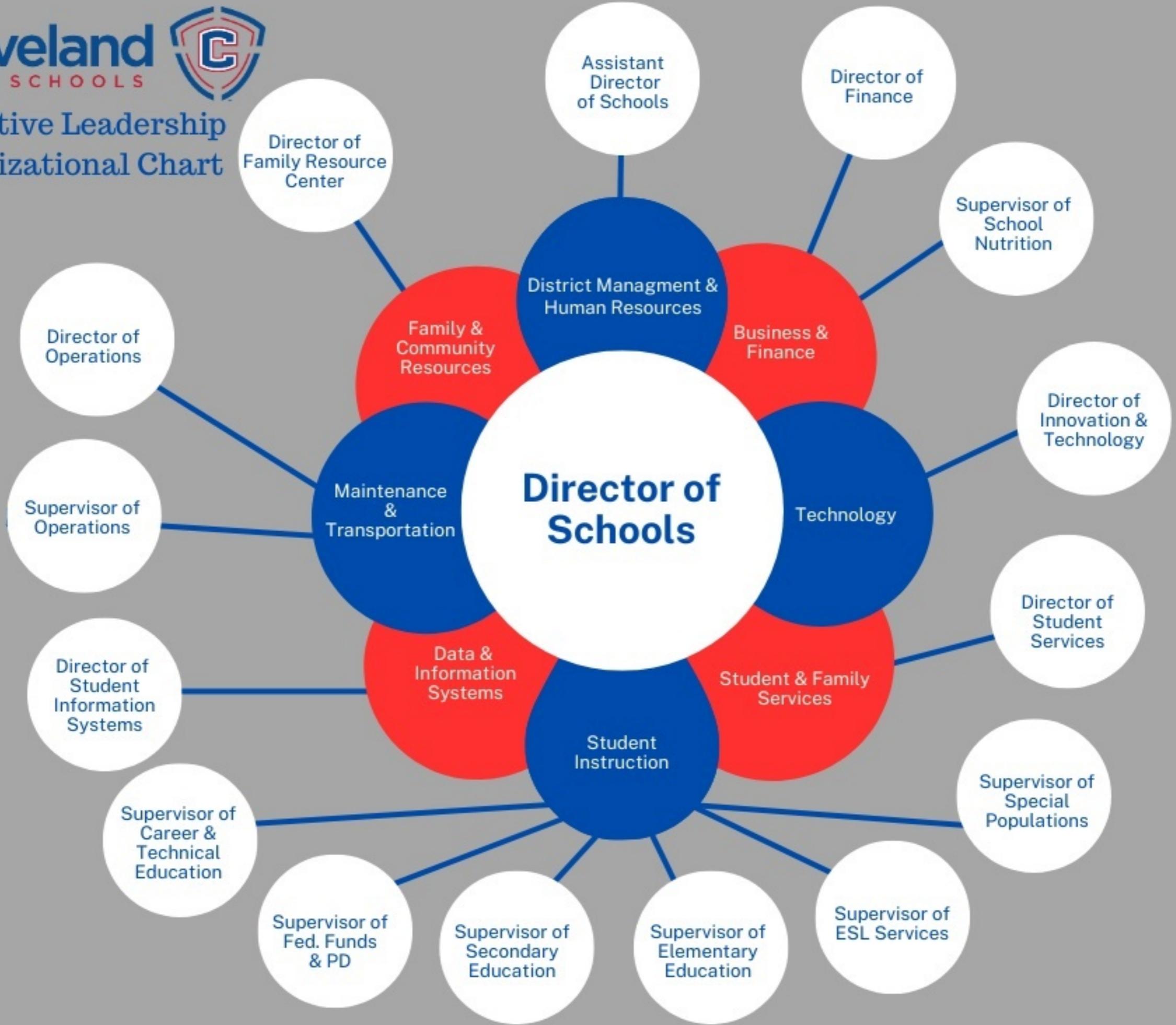
WINTER

Boys' Basketball- Chuck Condo (Volunteer)
Boys' Basketball- Jordan Long (Non-Faculty)
Boys' Basketball- Randy Evans (Non-Faculty)
Wrestling- Wilson Benefield (Volunteer)
Wrestling- Shane Chittum(Non-Faculty)
Wrestling- Royce Alger(Non-Faculty)
Wrestling- Brooks Sarcharsyk (Non-Faculty)
Wrestling- Ethan Lipsey(Non-Faculty)
Wrestling- Shawn Cordell (Non-Faculty)

SPRING-

Baseball- Camden Sewell (Non-Faculty)
Boys' and Girls' Track- Lonnie White (Non-Faculty)
Boys' and Girls Track- Johnny Clemons (Non-Faculty)

**Executive Leadership
Organizational Chart**



Director of Schools

District Management & Human Resources

Business & Finance

Technology

Student & Family Services

Student Instruction

Maintenance & Transportation

Family & Community Resources

Data & Information Systems

Assistant Director of Schools

Director of Finance

Supervisor of School Nutrition

Director of Innovation & Technology

Director of Student Services

Supervisor of Special Populations

Supervisor of ESL Services

Supervisor of Elementary Education

Supervisor of Secondary Education

Supervisor of Fed. Funds & PD

Supervisor of Career & Technical Education

Director of Student Information Systems

Supervisor of Operations

Director of Operations

Director of Family Resource Center

DHA 2024--25 DHA Committe

Doug Moore- DHA Hearing Officer

Cliff Eason- Permanent Member

August – Kellye Bender

September –Kellye Bender

October – David Stone

November – David Stone

December –Leneda Laing

January –Leneda Laing

February – Michael Kahrs

March – Michael Kahrs

April –K. Kiser

May –K. Kiser

DHA's will be held at the Denning Center in the PD room



Director's Update

August 5, 2024

School Administrative Staff Changes



Sara Whitener

Principal, Candy's Creek Cherokee



Ryan Swartzentruber

AP, Candy's Creek Cherokee



Melissa Bishop

Principal, Yates



Casey Price

AP, Yates

School Administrative Staff Changes



Dr. Jessica Bigham

Principal, Mayfield



Jay Garcia

AP, Mayfield



Dr. Joe Parker

AP, Blythe-Bower



Donald Benton

AP, CHS

District Administrative Updates



Dr. Susan Rodríguez

Human Resources Specialist



Brandi King

Communications Specialist

District Administrative Updates



Randall Stephens

CTE Supervisor



Kelly Kiser

Assistant Director of Schools



Autumn O'Bryan

Director of Family Resource Center

Summer Events

- TDOE visited the CMS Summer Academic Camp Site on June 12.
- A Board Retreat was held on Wednesday, June 19.
- School Board Members attended the TSBA Summer Law Summit on July 19 and 20
- BCPEF conducted its annual Joint Board Meeting on July 29.
- The Educational Support Center Staff hosted Open House for CCS Staff on July 31- August 1.



EDUCATIONAL SUPPORT CENTER



CCS Staff Open House for 775 Raider Drive

PLEASE JOIN US...

Wednesday, July 31st	3:30 p.m. - 5:00 p.m.
Thursday, August 1st	10:00 a.m. - 11:30 a.m.
Friday, August 2nd	11:00 a.m. - 1:00 p.m.

RSVP HERE

PLEASE RSVP by July 25th

CLEVELAND CITY SCHOOLS



Summer Sessions

- Lee University hosted CCS Staff for its 2nd day of a Trauma-Equipped Teacher Summit on June 11.
- Chuck Cagle met with Coaches and Sponsors about Finances on July 17.
- During the week of July 22-25, new teachers attended training focused on orientation, curriculum, and Capturing Kids Hearts.
- CCS Administrators attended its annual Back-to-School Retreat at Johnston Woods on Tuesday, July 23.



Summer Sessions

- CCS Staff kicked off the new year at Convocation on Monday, July 29th.
- Professional Training Sessions with Teachers held on Tuesday, July 30th.
- Schools conducted professional development sessions on Wednesday, July 31st.
- Schools welcomed students and their families at Back-to-School Nights last week.



Summer Contributions/Recognitions

- Cleveland City Schools received a \$10,000 state grant to create a Reading Bus.
- Cleveland City Schools received Communications national recognition from NSPRA.
- Cleveland High School received a \$17,000 Aeronautics Education Grant.
- The Distinguished Young Women (DYW) donated Scholastic Books to CCS.



The Shield and Beliefs



1. Ensuring Student Academic Success

If we provide rigorous and engaging academic programs tailored to the diverse needs of our students, then every student can achieve their highest potential and be prepared for future success.

2. Supporting Students and Families with Services

If we offer comprehensive support services that address the physical, mental, and social needs of our students and their families, then we will create a nurturing environment where students can thrive both inside and outside the classroom.

3. Recruiting, Developing, and Retaining Highly Effective Employees

If we recruit, develop, and retain passionate and highly effective employees, then we will foster a learning environment that inspires excellence and drives student achievement.

4. Creating a Clear Culture of Communication

If we establish a clear and consistent culture of communication within our school community, then we will build trust, improve collaboration, and foster a shared vision for the success of all students.

Board Recognition

Cleveland City Board of Education named a TSBA Board of Distinction

Our Board has recently been honored with the prestigious TSBA Board of Distinction Award. This recognition is a testament to our Board's commitment to excellence in every aspect of board responsibility.

Planning: Completed a 7-hour retreat, superintendent evaluation, and updated its Strategic Plan.

Policy: Conducted annual policy review, adopted effective board operations policies, and the TSBA Code of Conduct.

Promotion: Maintained a promotion plan, represented at TSBA Delegate Assembly, and designated a legislative representative.

Board Development: Conducted self-evaluation, attended TSBA meetings, members achieved Boardmanship Level II, and maintained high attendance.





Director's Update

June 10, 2024



Retiring Teachers

Recognizing Excellent Service to Cleveland City Schools

Frankie Durham

Blythe-Bower Elementary



“Ms. Durham’s kindness and desire to be a team player made her a tremendous asset at Blythe-Bower Elementary School. It was always apparent that her number one concern was her students and their learning. She will be greatly missed at Blythe-Bower.”

-Dr. Joel Barnes

Lisa Earby

Candy's Creek Cherokee Elementary

"Lisa Earby has made a profound impact in Cleveland and beyond. Her dedication and passion for education have not only shaped the futures of countless students but also inspired colleagues and friends. Her visionary leadership and unwavering commitment to excellence have been evident throughout the years. Her candor, humor, and camaraderie have been a source of joy and comfort for those who worked with her."

-Dr. Jeff Elliott



Cheri Carroll-Morgan Cleveland High



“Cheri has made a tremendous difference at CHS over the years in our CTE Department. Her Criminal Justice classes have been an integral part of the fabric of CHS for many years. We are going to miss her at CHS and wish her a wonderful retirement.”

-Mr. Bob Pritchard

Barbara Ector Cleveland High

“Ms. Ector has worked tirelessly over the years as a teacher and an administrator for Cleveland City Schools. Her level of professionalism and ability to provide insights into solving difficult problems will be greatly missed at Cleveland High School. We wish her a wonderful retirement.”

-Mr. Robert Pritchard



Becky Guthrie Cleveland High



“Becky Guthrie has done so much for the students of Cleveland High School over the years that it is hard to find a place to start. She has especially been a champion for students as they make their transition to their next stop after CHS. We are so thankful for her years of selfless service to our school.”

-Mr. Bob Pritchard

Grace Dyrek Cleveland Middle

“Grace Dyrek turned the Cleveland Middle School Library into an experience. Her passion for her work and her ability to find unique items that contributed to the atmosphere of the media center set Ms. Dyrek apart as one of the absolute best to ever hold her position in Cleveland City Schools. She is greatly missed.”

-Mr. Nat Akiona



Cynthia Van Pelt

Cleveland Middle



“Ms. Van Pelt brought a wealth of knowledge to Cleveland Middle School and raised the bar on professionalism across the school. She is one of those employees that is irreplaceable in terms of her knowledge and ability to work with students as well as teachers. We miss her greatly at CMS.”

-Mr. Nat Akiona

Susan Hoops-Whitlock Yates Primary

“Mrs. Susie Hoops-Whitlock is leaving behind a legacy that has shaped countless young minds. Known for her boundless enthusiasm and dedication, Mrs. Hoops-Whitlock has been a beacon of learning for kindergarten and first graders, nurturing their curiosity and guiding them as they embarked on their reading journeys.” -Ms. Melissa Bishop



Renny Whittenbarger

Cleveland City Schools



"Over the last 26 years in Cleveland City Schools, Renny Whittenbarger has left an indelible mark on the landscape of Career and Technical Education. His vision and passion for bridging community, industry, and schools created countless pathways for students to succeed at Cleveland Middle, Cleveland High, and beyond. His contributions and dedication will be remembered and cherished by all who had the privilege of working with him."

-Dr. Jeff Elliott

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: In-Service and Professional Learning Opportunities	Descriptor Code: 5.113	Issued Date: 09/03/24
		Rescinds: 5.113	Issued: 04/01/13

1 IN-SERVICE EDUCATION

2 In-service education¹ is a program of planned activities designed to increase the competencies needed
3 by all personnel in the performance of their responsibilities. Competencies are defined as the knowledge,
4 skills, and attitudes which enable personnel to perform their tasks with maximum effectiveness to
5 increase student achievement.

6 *Administrative and Supervisory Employees*

7 Administrative and supervisory employees shall show evidence of continual professional growth by
8 attendance at in-service programs and institutes, studying professional literature, meeting with other
9 professionals for discussion, and otherwise keeping abreast of research in methodology, curriculum, and
10 student growth and development.

11 Each principal and administrator shall be required to attend the principal-administrator academy for
12 instruction at least once every five (5) years.² **Principals and administrators that achieve academy
13 exemption status as defined by the Tennessee Department of Education based on fifteen (15) years of
14 service in their administrative roles shall have the option to complete the academy at their discretion.**

15 *Professional Employees*

16 A system-wide in-service committee, composed of membership from a cross-section of other personnel,
17 shall assess system-wide needs, establish priorities, develop objectives, design activities, and evaluate
18 the in-service program.¹

19 In-service credit shall not be given while performing duties which are required as part of regular teaching
20 assignments.

21 *Support Personnel*

22 The immediate supervisors of support personnel shall be responsible for providing in-service trainings.
23 Absences to attend meetings relating to the employee's job description may be granted by the Director
24 of Schools without loss of pay to the employee.

25 PROFESSIONAL LEARNING PROGRAM

26 Professional learning programs and activities shall reflect the Standards for Professional Learning³
27 (Learning Forward, 2011) as listed below and shall reflect the needs identified in school improvement
28 plans.

1 The Board may pay expenses of selected personnel who participate in the training sessions conducted
2 by the State Department of Education.

3 The Director of Schools shall involve central office personnel and other employees as needed in
4 developing the system-wide professional learning program and shall recommend it to the Board for
5 approval.

6 **Standards for Professional Learning**

7 **LEARNING COMMUNITIES:** Professional learning that increases educator effectiveness and results
8 for all students occurs within learning communities committed to continuous improvement, collective
9 responsibility, and goal alignment.

10 **LEADERSHIP:** Professional learning that increases educator effectiveness and results for all students
11 requires skillful leaders who develop capacity, advocate, and create support systems for professional
12 learning.

13 **RESOURCES:** Professional learning that increases educator effectiveness and results for all students
14 requires prioritizing, monitoring, and coordinating resources for educator learning.

15 **DATA:** Professional learning that increases educator effectiveness and results for all students uses a
16 variety of sources and types of student, educator, and system data to plan, assess, and evaluate
17 professional learning.

18 **LEARNING DESIGNS:** Professional learning that increases educator effectiveness and results for all
19 students integrates theories, research, and models of human learning to achieve its intended outcomes.

20 **IMPLEMENTATION:** Professional learning that increases educator effectiveness and results for all
21 students applies research on change and sustains support for implementation of professional learning for
22 long-term change.

23 **OUTCOMES:** Professional learning that increases educator effectiveness and results for all students
24 aligns its outcomes with educator performance and student curriculum standards.

25

Legal References

1. TCA 49-1-214(b); TCA 49-6-3004(c)(1); TCA 49-5-1007; TCA 49-6-1901; TCA 49-5-414; TCA 49-6-4213(h)
2. TCA 49-5-5703(a)
3. State Board of Education Policy 5.200

Cross References

School Calendar 1.800
Curriculum Development 4.200
Reporting Student Progress 4.601

Cleveland City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Visitors to the Schools	Descriptor Code: 1.501	Issued Date: 08/05/24
		Rescinds: 1.501	Issued: 07/09/01

Except on occasions, such as school programs, athletic events, open house and similar public events, all visitors will report to the school office when entering the school and will sign ~~in a log book~~. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/ or designee. Guest passes shall be issued for all persons other than students and employees of the school.¹

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.²

VISITOR CONDUCT

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.³ This code shall prohibit the following: ~~Specifically, actions that are prohibited include, but are not limited to:~~

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the district’s website as well as the school’s website, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school’s administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school’s administration who can answer questions about the code. Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of conduct.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.³²

The principal shall ~~contact~~ **engage** law enforcement officials when he/she believes the situation warrants such measures.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. **Public Acts of 2024, Chapter No. 810**

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Cleveland City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: School Calendar	Descriptor Code: 1.800	Issued Date: 08/05/24
		Rescinds: 1.800	Issued: 10/04/18

1 No later than the end of the school year, the Board will adopt, upon the recommendation of the
2 Director of Schools, an official school calendar for the succeeding school year. The calendar will
3 identify holidays, vacation days, summer sessions, and other extensions of the school year. The
4 calendar may be revised by the Board, upon recommendation of the Director of Schools, due to
5 inclement weather or other factors.

6 The regular school year shall be 200 days¹ and scheduled as follows:

- 7 • A minimum of 180 student attendance days;
- 8 • A minimum of five (5) days in-service education for all certificated personnel;
- 9 • One (1) day for parent-teacher conferences;
- 10 • Ten (10) days paid vacation for all certified personnel; and
- 11 • Four (4) discretionary days; and
- 12 • Closure to student instruction on presidential primary election or regular November election
- 13 days when schools are used as a polling place.²

14 The calendar shall be distributed to the school staff at the opening of the school term.

15 STUDENT ATTENDANCE DAYS

16 When schools are closed due to emergencies or unforeseen circumstances such as epidemics or
17 inclement weather, the time lost shall be made up to the required minimum unless otherwise approved
18 by the State Department of Education.¹

19 IN-SERVICE EDUCATION

20 Each day of in-service education included in the school calendar shall be equivalent to not less than six
21 (6) hours of planned activities.^{2,3}

22 DISCRETIONARY DAYS

23 Four (4) discretionary days shall be included in the calendar and may be designated by the Board as
24 student attendance days, in-service days, or administrative days which may be used by administrators,
25 faculty, and staff for preparation for commencement of classes, record keeping, grading examinations,
26 parent-teacher conferences, and other classroom functions.¹

27 BREAKS

28 The Board of Education will coordinate with the Bradley County Schools in the determination of Fall
29 and Spring Breaks.

Legal References

1. TCA 49-6-3004(a)(1)-(6)
2. ~~State Board of Education, *Guidelines for Planning Approvable In-Service Education Activities*~~ [Public Acts of 2024, Chapter No. 573](#)
3. [TN Dept. of Education, *Guidelines for Planning Approvable In-Service Education Activities*](#)

Cross References

Board Member Development Opportunities 1.204
Reporting Student Progress 4.601
Compensation Guides and Contracts 5.110
In-Service and Professional Learning Opportunities 5.113
Attendance 6.200

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Surplus Property Sales	Descriptor Code: 2.403	Issued Date: 08/05/24
		Rescinds: 2.403	Issued: 01/08/24

1 The Director of Schools or his designee shall prepare a list of unusable items for board approval.¹ The
2 list shall contain the following information: name of item, date of purchase, and reason for disposal.

3 All unusable items shall be sold to the highest bidder after advertising in a newspaper of general
4 circulation at least seven (7) days prior to the sale.² **Notice shall also be published on a news and**
5 **information website in accordance with state law.**³

6 Surplus property which has no value or has a value of less than five hundred dollars (\$500) may be
7 disposed of without the necessity of bids. In order for such disposal without bids, the Director of Schools
8 and the Board Chair shall agree in written form that the property is of no value or is of less value than
9 five hundred dollars (\$500).⁴

10 If reasonable attempts to dispose of surplus properties fail to produce monetary return to the district, the
11 Board shall approve other methods of disposal.⁵

12 Surplus equipment will be auctioned off by the district **at the end of the school year**. The Board shall
13 approve all surplus equipment prior to the materials being disposed of **at the end of the school year**.

14 **DISPOSITION OF EQUIPMENT PURCHASED WITH FEDERAL DOLLARS**⁶

15 When equipment that was purchased with federal dollars is no longer needed for the original project or
16 program or for other activities currently or previously supported by a federal agency, disposition of the
17 equipment shall be made as follows:

- 18 1. Items of equipment with a current per-unit fair market value of **\$5,000 or less** may be retained,
19 sold, or otherwise disposed of with no further obligation to the awarding agency; or
20
- 21 2. Items of equipment with a current per unit fair market value in excess of \$5,000 may be retained
22 or sold, and the awarding agency shall have a right to an amount calculated by multiplying the
23 current market value or proceeds from sale by the awarding agency's share of the equipment.

Legal References

1. [TCA 49-6-2006\(b\)\(3\); TCA 49-6-2208](#)
2. [TCA 49-6-2007\(b\)](#)
3. [Public Acts of 2024, Chapter No. 793](#)
4. [TCA 49-6-2007\(d\)](#)
5. [TCA 12-2-403\(a\)](#)
6. [2 CFR § 200.313\(e\)](#)

Cross References

- Duties of Officers 1.201
Inventories 2.702
Textbooks and Instructional Materials 4.400

Cleveland City Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: Bids and Quotations	Descriptor Code: 2.806	Issued Date: 08/05/24
		Rescinds: 2.806	Issued: 01/08/24

1 All purchases of supplies, materials, equipment, and contractual services in excess of \$25,000, including
2 those of individual schools, shall be based on competitive bids.¹ These bids shall be solicited by
3 advertisement in a newspaper of general circulation within the school district **and by publication on a**
4 **news and information website in accordance with state law.**² The purchasing agent shall advertise for
5 bids and receive quotations. The advertisement may be waived by the purchasing agent in an
6 emergency.³

7 All purchases of \$25,000 or less, including those of individual schools, may be made in the open market
8 without newspaper notice but shall, whenever possible, be based on at least three (3) competitive bids.³

9 The lowest and/or best bid shall be accepted, provided the purchaser reserves the right to reject any or
10 all bids or any part of any bid, and if applicable, to accept the bid which is best as evidenced by reasons
11 relative to the purpose of the purchase.⁴ Any bid may be withdrawn prior to the scheduled time for the
12 opening of bids. Any bid received after the time and date specified shall not be considered.

13 The bidder to whom the award is made may be required to enter into a written contract.

14 The practice of splitting an order or dividing items to be purchased in order to avoid the use of bidding
15 or other purchasing procedures is strictly prohibited.

16 EXEMPTIONS FROM COMPETITIVE BIDDING

17 Contracts for legal services, educational consultants, services from an insurance producer, and similar
18 services by professional persons or groups of high ethical standards shall not be based upon
19 competitive bids but shall be awarded on the basis of recognized competence and integrity.⁵

20 **Purchases of fuel in bulk amounts that would exceed the bid limits may be made in the open market**
21 **without public advertisement or competitive bidding. Whenever possible, however, at least three (3)**
22 **documented quotes shall be obtained.**⁶

Legal References

1. [TCA 49-2-203\(a\)\(3\)](#); [TCA 12-3-1212](#); [Public Acts of 2024, Chapter No. 513](#)
2. [Public Acts of 2024, Chapter No. 793](#)
3. [TCA 49-2-203\(a\)\(3\)\(A\)-\(B\)](#); [TCA 49-2-206\(b\)\(2\)](#); [TCA 12-3-1212](#); [Public Acts of 2024, Chapter No. 513](#)
4. [TCA 49-2-203\(a\)\(3\)\(D\)\(i\)\(c\)](#)
5. [TCA 12-3-1209](#); [TCA 12-4-107](#); [TCA 29-20-407](#)
6. [Public Acts of 2024, Chapter No. 661](#)

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 The Director of Schools shall be responsible for developing, maintaining, and acquiring board
3 approval of the district Emergency Preparedness Plan¹ which shall include procedures for bomb
4 threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and
5 medical emergencies.

6 The principal of each school shall develop and implement emergency preparedness drills which shall
7 be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with
8 emergency response agencies.

9 **FIRE ~~DRILLS~~ AND SAFETY DRILLS**

10 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
11 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
12 Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted
13 throughout the year.²

14 The principal shall ensure that three (3) additional safety drills are given during the school year.³ **These**
15 **drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not**
16 **require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in**
17 **each school's office.**³

18 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and
19 shall give all school personnel instructions on how to properly use fire extinguishers.

20 **The district shall work with local law enforcement and the local fire department to develop a procedure**
21 **for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025**
22 **and shall be reviewed and updated annually thereafter.**⁴

23 **ANNUAL DRILLS**³⁵

24 The principal shall ensure that the school safety team conducts each of the following type of drills
25 annually:

- 26 1. An armed intruder drill in coordination with local law enforcement;
- 27
- 28 2. An incident command drill; and
- 29
- 30 3. An emergency safety bus drill.

1 AED DRILLS ⁴⁶

2 All schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in
3 the event of a medical emergency. The principal shall ensure that the drill occurs.

4 The Director of Schools/~~designee~~ shall develop the necessary administrative procedures on AED and
5 CPR training, planning, notification, and maintenance to comply with state law.

6 ~~ADDITIONAL SAFETY DRILLS~~

7 ~~The principal shall ensure that three (3) additional safety drills are given during the school~~
8 ~~year.⁵ These drills may cover inclement weather, earthquakes, armed intruders, or other~~
9 ~~emergency drills that do not require full evacuation. A record of all fire or safety drills,~~
10 ~~including the time and date, shall be kept in each school's office.⁵~~

11 MEDICAL EMERGENCIES/PANDEMIC FLU ⁶⁷

12 In the event of medical emergencies such as a pandemic flu outbreak, school officials shall cooperate
13 and consult with the local and state health departments and other local emergency or healthcare
14 providers in protecting students and the community from further infection. The Director of Schools
15 shall develop procedures for health emergencies in accordance with state law.

16 REMOTE LEARNING DRILLS ⁷⁸

17 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
18 reflect how students will transition to remote learning in the event of a disruption to school operations.
19 Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. [TRR/MS 0520-01-02-.30\(2\)](#); [TCA 49-6-804](#); [TCA 49-6-805\(8\)](#)
2. [TCA 68-102-137\(b\)](#)
3. [TCA 68-102-137\(f\)](#)
4. [Public Acts of 2024, Chapter No. 563](#)
5. [TCA 49-6-807](#)
6. [TCA 49-2-122](#); [TCA 49-6-1208](#); [Public Acts of 2024, Chapter No. 625](#)
7. [TCA 49-6-3004\(a\), \(e\)](#); [TCA 49-5-404](#)
8. [TCA 49-2-139](#)

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Cleveland City Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Security	Descriptor Code: 3.205	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*¹

2 The Director of Schools shall establish procedures to protect schools which shall include, but not be
3 limited to:

- 4 1. Closing and securing teacher work areas when left unattended or at the end of the day;
- 5 2. Denying students permission to use the classrooms, laboratories, gymnasiums, or other school
6 facilities or equipment without appropriate supervision;
- 7 3. Controlling the issuance of keys;
- 8 4. Developing programs that contribute to the proper care and use of school facilities and
9 equipment; and
- 10 5. Ensuring that equipment purchased with federal funds is managed as directed by federal law.²

11 All exterior doors leading into a school building shall be locked at all times and access to school
12 buildings is limited to the school's primary entrance during the school day as well as when students are
13 present outside of regular school hours.³

14 **The principal shall immediately call law enforcement officials and the Director of Schools in cases
15 involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a
16 weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass
17 violence.⁴ The Director of Schools/designee is authorized to sign a criminal complaint and press
18 charges. The Director of Schools shall report all signing of such complaints to the Board.**

19 ~~The principal shall call law enforcement officials in cases involving illegal entry, building
20 damage, theft, or vandalism. The principal shall notify the Director of Schools as soon as
21 practical, but no longer than twenty-four (24) hours, after a case of vandalism, theft,
22 building damage, and/or illegal entry. The Director of Schools/designee is authorized to
23 sign a criminal complaint and press charges.~~

24 **AFTER SCHOOL HOURS**

25 If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school
26 district employee shall be stationed by the door to ensure access is limited to authorized persons.³

27 **LAW ENFORCEMENT SERVICES**¹

- 1 The Board may enter into collaborative partnerships with appropriate law enforcement agencies.
2 Partnerships may include, but not be limited to, education and recreational programs, delinquency
3 prevention, and mentoring initiatives.
- 4 The Board may enter into a memorandum of understanding (MOU) with the chief of a law
5 enforcement agency to provide school policing. The MOU shall address, at a minimum, the following
6 issues:
- 7 1. Any school resource officer (SRO) assigned under the MOU shall be in compliance with all
8 laws, regulations, and rules of the Peace Officer Standards and Training Commission at the
9 time of assignment and remain compliant throughout his/her assignment.
 - 10 2. As a condition of assignment, any SRO shall participate in forty (40) hours of basic training in
11 school policing within twelve (12) months of assignment. Every year thereafter, the SRO shall
12 participate in a minimum of sixteen (16) hours of training specific to school policing. All
13 training programs shall be approved by the Peace Officers Standards and Training
14 Commission.⁴⁵
 - 15 3. Any SRO assigned under the MOU remains an employee of the law enforcement agency and is
16 subject to that agency's direction, control, supervision, and discipline.
 - 17 4. No SRO shall be assigned to a school, or continue in such an assignment, without the consent
18 of the Director of Schools.
 - 19 5. In the event that more than one (1) SRO is assigned to a school district, the law enforcement
20 agency shall designate one (1) of the SROs as the senior SRO. The duties of the senior SRO
21 shall include, but not be limited to, the following:
 - 22 a. ~~To represent and carry~~ **Representing and carrying** out the policies of the law
23 enforcement agency assigning the SROs;
 - 24 b. ~~To supervise~~ **Supervising** the SROs in the performance of their duties;
 - 25 c. ~~To consult~~ **Consulting** with the Director of Schools regarding the best use of the
26 available resources for school policing; and
 - 27 d. ~~To resolve~~ **Resolving** disputes between the SROs and students or staff members.
 - 28 6. The MOU may be effective for any length of time, continuing until terminated by the parties,
29 and may contain any reasonable notice requirement for the termination of the MOU. However,
30 the MOU shall contain a provision allowing the Director of Schools to suspend the active
31 participation of any SROs in the event that the Director of Schools believes that such
32 suspension is best for the health, safety, or wellbeing of the students or staff members.

33 **CYBERSECURITY**⁵⁶

- 34 The Director of Schools/designee shall develop an administrative procedure regarding the district's
35 cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect
36 cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. [TCA 49-6-805\(3\)](#)
2. [2 CFR § 200.313](#)
3. [TCA 49-6-817](#)
4. [Public Acts of 2024, Chapter No. 882](#)
5. [TCA 49-6-4217](#)
6. [TCA 49-6-805\(9\)](#)

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Cleveland City Board of Education

Monitoring: Review: Annually, in August	Descriptor Term: Class Size Ratios	Descriptor Code: 4.201	Issued Date: 08/05/24
		Rescinds: 4.201	Issued: 1/7/22

1 General¹

2 Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not
3 exceed the maximum allowed by state law.

4 **WAIVERS**

5 The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend
6 the career and technical education (CTE) classes in grades ~~nine through twelve (9-12)~~ **six through**
7 **twelve (6-12)** as long as these class sizes do not exceed the maximum class size **set for CTE. For**
8 **grades six through eight (6-8), the class size may be extended, but the class size and average must not**
9 **exceed those for general education classes in grades seven through twelve (7-12).**²

10 If a natural disaster results in the enrollment of displaced students, the Commissioner of Education
11 may grant a waiver from the maximum class sizes.

12 **The Director of Schools shall apply for additional waivers as needed in compliance with state law.**

13

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)
2. **TCA 49-1-104(g); Public Acts of 2024, Chapter No.
712**

Cross References

Graduation Requirements 4.605^[1]_{SEP}
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

14

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Family Life Education	Descriptor Code: 4.213	Issued Date: 08/05/24
		Rescinds: 4.213	Issued: 11/07/22

1 *General*

2 A family life education program shall be implemented within the school district in compliance with state
3 law.¹

4 A parent/guardian who chooses not to have a student participate in the family life education program
5 shall submit such request in writing to the principal and that request shall be accepted. A student who
6 is excused from the program shall be assigned alternative health activities and shall not be penalized
7 academically.

8 **FAMILY LIFE INSTRUCTION**

9 The curriculum for the family life education program shall, in a manner that is age-appropriate and
10 factually and medically accurate, include the following:²

- 11 1. Teach the skills needed to make healthy decisions in all aspects of marriage and family life;
- 12
- 13 2. Encourage sexual health by helping students understand how the whole person is affected by
14 sexual activity as well as other risk behaviors;
- 15
- 16 3. Provide information about human reproduction, including conception, birth, and prenatal care,
17 as well as the process of adoption and its benefits;
- 18
- 19 4. Provide information on the family unit and the responsibilities and consequences related to sexual
20 activity, including the challenges of single teen parenting;
- 21
- 22 5. Promote only sexual risk avoidance through abstinence and the positive results of avoiding sexual
23 activity;
- 24
- 25 6. Provide instruction on the detection, intervention, prevention, and treatment of child sexual
26 abuse, including such abuse that may occur in the home, and human trafficking in which a victim
27 is the child;
- 28
- 29 7. Provide instruction on the prevention of dating violence;
- 30

- 1 8. Encourage communication between parent(s)/guardian(s) and students; and
2
3 9. Address the legal aspects of sexual activity with emphasis on the rights of the student.
4
5 10. Include the presentation of a high-quality, computer-generated animation or high-definition
6 ultrasound of a least three (3) minutes in duration that shows the development of the brain, heart,
7 and other vital organs in early fetal development per state academic standards.³

8 Instruction in topics related to sexual activity are not age-appropriate for students in grades kindergarten
9 through five (K-5) and shall not be taught as part of the family life curriculum. This does not prohibit
10 instruction on detection, intervention, prevention, and treatment of child sexual abuse and human
11 trafficking of children.⁴

12 The family life education program shall be reviewed annually to ensure that the prohibited items of
13 instruction, as provided for in state law,³⁵ are not included in the curriculum.

14 **TRAINING ON INSTRUCTION**

15 Personnel providing family life instruction shall receive training prior to presenting such instruction.
16 Personnel shall conduct such instruction with maturity and discretion.

17 **REPORTING²**

18 At the beginning of each school year, the Director of Schools shall provide the contact information to
19 the Department of Children's Services of each employee or trained professional providing instruction
20 on family life curriculum related to child sex abuse, human trafficking, and internet crimes. The
21 Director shall also report on the curriculum selected by the Board of Education.

Legal References

1. [TCA 49-6-1302](#)
2. [TCA 49-6-1304; Public Acts of 2024, Chapter No. 571](#)
3. [Public Acts of 2024, Chapter No. 795](#)
4. [Public Acts of 2024, Chapter No. 970](#)
5. [TCA 49-6-1304\(b\)](#)

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Use of Artificial Intelligence Programs	Descriptor Code: 4.214	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the
3 district.¹

4 Only approved AI programs may be utilized in student instruction or in completing student work.
5 The Director of Schools or designee shall develop a procedure for staff to submit additional
6 programs for approval.

7 The Director of Innovation and Technology is tasked with overseeing the implementation of AI
8 programs. This staff member will review artificial intelligence programs to ensure compliance with
9 district policies as well as state and federal student data privacy laws and present recommendations
10 to the Director of Schools for approval. Any approved programs shall be accessible to all students.

11 Employees shall not place personally identifiable information, financial information, intellectual
12 property, or other confidential information into an AI system.

13 The Director of Schools or designee shall incorporate training programs on AI into professional
14 development for district staff. This training shall focus on responsible use of AI and best practices for
15 use in school settings and include instruction regarding personally identifiable information and the
16 need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance
17 of securing and properly storing any data that is collected by the district in compliance with state and
18 federal law.

19 **STAFF USE**

20 Staff may use AI in the completion of their own work. This may include, but not be limited to,
21 drafting communications, notes, images, and the development of content for instructional or
22 administrative purposes, as well as analyzing data and information. The following requirements shall
23 be adhered to when using AI in the completion of work:

- 24 1. Employees shall disclose their use of a generative AI tool if failure to do so would:
25 a. Violate the terms of the use of the AI tool;
26 b. Would mislead a supervisor or others as to the nature of the work; or
27 c. Would be inconsistent with the teacher code of ethic;²
28
29 2. Employees shall take all reasonable precautions to ensure the security of private student data
30 when utilizing AI programs;
31

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies.

4. Outputs shall not be incorporated into proprietary content or works; and

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

- 1. Effective use of generative AI;
- 2. When it is appropriate to use AI in assignments;
- 3. How to determine whether AI responses are accurate;
- 4. Users assume responsibility for incorporating AI content responsibly; and
- 5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools or designee shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided on the school website through administrative procedure.

REPORTING

The Director of Schools or designee shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

- 1. Public Acts of 2024, Chapter No. 550
- 2. TCA 49-5-1001

Cross References

Use of the Internet 4.406

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Interscholastic Athletics	Descriptor Code: 4.301	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be
3 treated differently from another person, or otherwise be discriminated against in any athletic program of
4 the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes
5 shall only be allowed to participate in athletic activities or events that align with the student's sex
6 indicated on his/her original birth certificate.² The Director of Schools/designee shall require the
7 parent/guardian to provide the student's original birth certificate prior to participation in any
8 interscholastic athletics. If the original birth certificate is not available or does not indicate the student's
9 sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of
10 the student's sex at birth.

11 Interscholastic athletics shall be administered as a part of the regular school program and shall be the
12 principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport
13 are reasonable. Athletic schedules shall be filed in each principal's office. The principal/designee shall
14 accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board,
15 provided the team's school reimburses the Board for mileage.

16 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control
17 of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order
18 to ensure the health and safety of athletes.⁴

19 **INSURANCE & PHYSICAL EXAMINATIONS**

20 In the event that the school's insurance provider does not extend coverage to an athlete, the athlete shall
21 provide proof of independently secured catastrophic coverage and liability coverage, with the school
22 district as a named insured, of not less than the limits set forth in state law.⁵ It shall be the responsibility
23 of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating
24 in interscholastic athletics.

25 Prior to participation in interscholastic athletics, every student shall complete an annual physical
26 examination.⁶ The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the
27 examination, and these records shall be on file in the principal's office.

28 **SCHEDULING CONFLICTS**

29 No principal or teacher shall dismiss his/her school or any group of students for the purpose of attending
30 the practice of any interscholastic sport during the school day without written permission from the
31 Board.⁷ This does not prevent regular physical training lessons in the daily school program.

1 Students shall not be required to attend a school athletic event, or event related to participation on a
 2 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
 3 holiday. The student's parent/guardian shall notify the coach in writing three (3) full school days prior
 4 to the event.⁸

5 **SEVERE WEATHER⁴**

6 Severe weather is any type of weather that could impede the safety of any athlete by compromising the
 7 playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder,
 8 lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be
 9 discussed with all players, coaches, and officials, if applicable.

10 All coaches who oversee or participate in outdoor training, practice, or competition shall annually
 11 complete a heat illness prevention course approved by the Tennessee Department of Health as well as
 12 receive training on activity modifications based on environmental conditions.

13 **PROHIBITION AGAINST HAZING**

14 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or
 15 tolerate hazing activities.⁹

16 **HOME SCHOOL STUDENT PARTICIPATION¹⁰**

17 Home school students shall be permitted to participate in accordance with TSSAA or TMSAA
 18 guidelines. If a school is not a member with these organizations, home school students that are zoned
 19 for the school shall be permitted to participate in interscholastic athletics to the same extent as other
 20 students.

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [Public Acts of 2024, Chapter No. 639](#)

Cross References

- Special Use of School Vehicles 3.402
- Student Insurance Program 3.601
- Extracurricular Activities 4.300
- Attendance 6.200

21 ~~No person shall, on the basis of sex, be excluded from participation in, be denied the benefits~~
 22 ~~of, be treated differently from another person or otherwise be discriminated against in any athletic~~
 23 ~~program of the school. Equal athletic opportunity shall be provided for members of both genders.¹~~

1
2 Interscholastic athletics shall be administered as a part of the regular school program and shall
3 be the principal's responsibility. Principals shall ensure that school regulations regarding
4 participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's
5 office. The principal or his/her designee must accompany an athletic team on trips. Transportation
6 of teams to athletic games is approved by the Board, provided the team's school reimburses the
7 Board for mileage.

8
9 Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and
10 control of secondary athletics in those sports in which TSSAA has jurisdiction.² Interscholastic
11 swimming will be governed by the rules of the Tennessee Interscholastic Swim Coaches
12 Association. Participation and eligibility rules for swimming shall be governed by the rules of
13 TSSAA. The Board specifically forbids the recruitment of students for athletics.

14
15 There shall be a complete annual physical examination of every student prior to his/her participation
16 in interscholastic athletics.³ Cost of the examination shall be borne by the parent or guardian of the
17 student. These records shall be on file in the principal's office. Cleveland City Schools provides an
18 athletic and student accident insurance program.

19
20 No principal or teacher of any school under the control of the Board shall dismiss his/her school or
21 any group of students for the purpose of permitting them to practice or play baseball, football,
22 basketball or any similar game within the regular school hours of any school day of the week
23 without written permission from the Board. This does not prevent the inclusion of regular physical
24 training lessons in the daily school program.⁴

25 Students shall not be required to attend a school athletic event, or event related to participation on a
26 school athletic team, if the event is on an official school holiday, observed day of worship, or religious
27 holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school
28 days prior to the event.⁵

29
30 Students shall not be disqualified from participation on a school athletic team solely on the basis
31 of participation in another sport. Principals shall ensure that their school regulations regarding
32 participation in a sport are reasonable.

33
34 Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or
35 tolerate hazing activities.⁶

Legal References

1. 34 CFR § 106.41
2. TRR/MS 0520-01-02-.08(1)
3. TRR/MS 0520-01-03-.08(2)(b)
4. TCA 49-6-1002
5. TCA 49-6-1002(e)
6. TCA 49-2-120

Cross References

- Attendance 6.200
Student Insurance Program 3.601

Cleveland City Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Library Materials	Descriptor Code: 4.403	Issued Date: 08/05/24
		Rescinds: 4.403	Issued: 08/01/23

1 *General*

2 The Supervisor of Elementary Education and Supervisor of Secondary Education shall be responsible
3 for library collection development. He/she shall assure the list of library materials is posted online.
4 Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of
5 new materials, librarians shall review the age and maturity level along with the reading level of the
6 selected items for suitability. ¹ A list of new materials shall be reviewed by the school librarians and
7 submitted to the Supervisor of Elementary Education and Supervisor of Secondary Education.

8 The Supervisor of Elementary Education or Supervisor of Secondary Education shall be responsible for
9 periodically reviewing the district's library collection in line with the standards established below. Any
10 materials found to be out of alignment with the standards shall be removed, and this action shall be
11 documented in writing and presented to the Director of Schools and the Board.

12 **STANDARDS²**

13 The library collection shall adhere to the following criteria:

- 14 1. Materials shall be suitable for and consistent with the educational mission of the school;
- 15 2. Materials shall be appropriate for the age and maturity levels of the students who may access
16 them. The determining factor will be based on an assessment of any mature themes or content
17 (i.e., violence, sexual content, vulgar language, substance abuse);
- 18 3. Materials shall contain literary, historical, scientific, and/or artistic value and merit; and
- 19 4. The collection as a whole shall offer a variety of viewpoints.

23 Any materials that meet the following criteria shall be removed and excluded from the district's library
24 collection:

- 25 1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess
26 violence, or sadomasochistic abuse as defined in state law³;
 - 27 2. Are patently offensive as defined in state law; or
 - 28 3. Appeal to the prurient interest as defined in state law.
- 29
30

1 The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

2 **COMPLAINTS⁴**

3 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
4 shall:

- 5 1. Inform the complainant of the selection procedures and make no commitments.
- 6
- 7 2. Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 8
- 9 3. Inform the principal (and other appropriate personnel).
- 10
- 11 4. Keep challenged materials available for use during the reconsideration process.

12 Upon receipt of the completed form, the principal may notify the Director of Schools/designee. The
13 principal may request review of the challenged materials by an ad hoc materials review committee
14 within thirty (30) days. If the principal appoints a review committee, it should include certified library
15 media personnel, representatives from classroom teachers, and one or more parents.

16 After receiving the challenged materials, the following steps should occur:

- 17 1. Read, view, or listen to the contested material in its entirety;
- 18
- 19 2. Check general acceptance of the material by reading recognized and evaluative reviews;
- 20
- 21 3. Determine the extent to which the material is appropriate for the age and maturity levels of the
22 students who have access to the materials and whether the material is suitable for, and
23 consistent with, the educational mission of the school; and
- 24
- 25 4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the
26 material for its strength and value.

27 The principal shall present a recommendation to the Director of Schools. The Director of Schools shall
28 assess the findings along with the recommendation of the principal and present a recommendation to
29 the Board.

30 The Board shall evaluate the recommendations of the principal and the Director of Schools along with
31 the material to determine whether it is appropriate for the age and maturity levels of the students who
32 have access to the materials and whether the material is suitable for, and consistent with, the
33 educational mission of the school. The Board shall review the findings and affirm, overturn, or modify
34 the decision within sixty (60) days from which the feedback was received.

1 **REMOVAL OF LIBRARY MATERIALS**

2 If it is determined that the material is not appropriate for the age and maturity levels of the students
3 who have access to them or is not suitable for, and consistent with, the educational mission of the
4 school, the material shall be removed from the library collection.

5

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. Public Acts of 2024, Chapter No. 782
3. TCA 39-17-901
4. TCA 49-6-3803

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

6

7 *General*

8 ~~The Director of Academics shall be responsible for library collection development. Library materials~~
9 ~~shall be reviewed to ensure the content aligns with state law.¹ The library collection shall adhere to the~~
10 ~~following criteria:~~

11 ~~5. Materials shall be suitable for and consistent with the educational mission of the school;~~

12

13 ~~6. Materials shall be appropriate for the age and maturity levels of the students who may access~~
14 ~~them. The determining factor will be based on an assessment of any mature themes or content~~
15 ~~(i.e., violence, sexual content, vulgar language, substance abuse);~~

16

17 ~~7. Materials shall contain literary, historical, and/or artistic value and merit; and~~

18

19 ~~8. The collection as a whole shall offer a variety of viewpoints.~~

20 ~~The Director of Academics shall be responsible for periodically reviewing the district's library collection~~
21 ~~in line with these established standards. He/she shall post the list of library materials online.~~

22 **COMPLAINTS²**

23 **Tier One**

24 If a complaint is made by an employee, student, or parent/guardian, the person receiving the complaint
25 shall:

26 1. ~~Inform the complainant of the selection procedures and make no commitments.~~

27

- 2.— Request the complainant to submit a Request for Reconsideration of Library Materials form.
- 3.— Inform the principal (and other appropriate personnel).
- 4.— Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal may notify the Director of Schools. The principal may request review of the challenged materials by an ad hoc materials review committee within fifteen (15) days. The review committee is appointed by the principal and should include certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress.

After receiving the challenged materials, the following steps should occur:

- 5.— Read, view, or listen to the contested material in its entirety;
- 6.— Check general acceptance of the material by reading recognized and evaluative reviews;
- 7.— Determine the extent to which the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school; and
- 8.— Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value.

Tier Two

The complainant may appeal the principal's decision. The appeal shall be to the Director of Schools. He/she shall review the recommendation presented by the review committee along with the principal's recommendation and make the determination whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

Tier Three

The complainant may appeal the decision of the Director of Schools. The Board shall evaluate the material to determine whether the material is appropriate for the age and maturity levels of the students who have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school.

If, at any tier, it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

Cross-References

- 1.— *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
- 2.— Public Acts of 2023, Chapter No. 472

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Cleveland City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 08/05/24
		Rescinds: 4.600	Issued: 11/07/22

1 The Director of Schools/designee shall develop an administrative procedure to establish a system of
2 grading and assessment for evaluating and recording student progress and to measure student
3 performance in conjunction with board-adopted content standards for grades K-5. The
4 grading/assessment system shall follow all applicable statutes and rules and regulations of the State
5 Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade
6 levels, except that the Director of Schools shall have the authority to establish and operate ungraded
7 and/or unstructured classes in grades K-3 according to state rules and regulations.¹

8 The Director of Schools shall submit a copy of the grading and assessment systems to the Board before
9 the system is implemented.² These guidelines shall be communicated annually to students and
10 parent(s)/guardian(s).¹

11 Conduct grades are based on behavior and shall not be reflected in scholastic grades.

12 **GRADING SYSTEM: GRADES SIX - TWELVE (6-12)¹**

13 Schools teaching grades six (6) through twelve (12) shall use the uniform grading system established by
14 the State Board of Education. Using the uniform grading system, students' grades shall be reported for
15 the purposes of application for post-secondary financial assistance administered by the Tennessee
16 Student Assistance Corporation.

17 Subject-area grades shall be expressed by the following letters with their corresponding percentage
18 range:

- 19 • A (90-100)
- 20 • B (80-89)
- 21 • C (70-79)
- 22 • D (60-69)
- 23 • F (0-59)

24 This grading system shall be uniform throughout the school district for each grade.

25 Advanced coursework grades shall be weighted with additional percentage points to calculate the
26 semester average. Depending on the course taken, the following percentage points shall be assigned:

- 27 • Honors Courses – three (3) percentage points;
- 28 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned ~~Dual Enrollment~~
29 ~~Courses~~ – four (4) percentage points; and

- 1 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
2 International Baccalaureate Courses and **Dual Enrollment Courses** – five (5) percentage points.

3 **LOTTERY SCHOLARSHIPS³**

4 Each school counselor shall provide incoming freshman with information on college core courses
5 required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score,
6 etc.) that must be met in order to receive a scholarship.

7 Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal
8 Student Aid (FAFSA). The FAFSA is available at the guidance office or online. Students shall be made
9 aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

10 **LOTTERY SCHOLARSHIP DAY**

11 Each school year, prior to scheduling courses for the following school year, schools teaching students in
12 grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. TCA 49-2-203(b)(7)(16); TCA 49-2-301(b)(1)(H)
2. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; TCA 49-6-407
3. TCA 49-4-904, 905, 907
4. TCA 49-4-932(f)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

Cleveland City Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 08/05/24
		Rescinds: 4.603	Issued: 11/07/22

1 *General*

2 All promotion and retention decisions shall be made on a case-by-case basis and comply with state and
3 federal law. All decisions shall be made in consultation with a student's IEP and/or 504 team, if
4 applicable.¹

5 Students who have difficulty in achieving the requirements for promotion may be considered for
6 retention. Schools shall identify these students by February 1st. Factors used to identify students for
7 retention shall include:²

- 8 1. Ability to perform at the current grade level;
- 9
- 10 2. Results of local assessments, screening, or monitoring tools;
- 11
- 12 3. State assessments, as applicable;
- 13
- 14 4. Home Literacy Reports;³
- 15
- 16 5. Overall academic achievement of the student;
- 17
- 18 6. Likelihood of success with more difficult material if promoted to the next grade;
- 19
- 20 7. Attendance record; and
- 21
- 22 8. The student's maturity.

23 Students may be identified for retention after the February 1st deadline if the delay in identifying a
24 student is due to:⁴

- 25 1. Date of enrollment; or
- 26
- 27 2. Additional information acquired after results of local assessment, screening, or monitoring are
28 released.

29 **VOLUNTARY RETENTION**

30 **A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain**
31 **his/her student in the current grade level if:**

1 1. The student has a documented academic or behavioral delay; and

2
3 2. The parent/guardian believes that retention may benefit the student.⁵

4 **PROMOTION PLANS⁵⁶**

5 When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within
6 fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student
7 avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504
8 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school
9 counselor, or other appropriate school personnel.

10 Promotion plans shall incorporate evidence-based strategies, including expectations and measurements
11 that will verify whether a student has made sufficient progress to be promoted to the next grade level,
12 and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade
13 will include additional requirements for promoting students in these grades. A copy of the plan will be
14 provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-
15 teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then
16 the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the
17 promotion plan.

18 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
19 promoted to the next grade level unless retention is required per additional requirements for students in
20 third and fourth grade.⁶⁷

21 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
22 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
23 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
24 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
25 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
26 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
27 year.⁷⁸

28 **RETENTION⁶⁷**

29 A student may be retained when such retention is in the best interests of the student or when retention
30 is required per additional requirements for students in third and fourth grade.

31 *Decision of Retention – General⁸⁹*

32 If a student is retained, the Director of Schools/designee shall develop an individualized academic
33 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
34 the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its
35 development. The plan shall include at least one of the following strategies:

36 1. Adjustment to the current instructional strategies or materials;

37
38 2. Additional instructional time;

- 1
- 2 3. Individual tutoring;
- 3
- 4 4. Modification to the student’s classroom assignment to ensure the student receives
- 5 instruction from a teacher with a level of overall effectiveness of above expectations (level
- 6 4) or significantly above expectations (level 5); or
- 7
- 8 5. Attendance or truancy interventions.

9 A student shall not be retained more than once in any grade. The progress of students who are retained
10 shall be closely monitored and reported to parent(s)/guardian(s) at least three (3) times during the
11 school year in which the student is retained. The Director of Schools shall develop procedures to
12 ensure appropriate recordkeeping of students who are retained.

13 *Decision of Retention – Third Grade*⁹¹⁰

14 Third grade students shall not be promoted to the next grade unless they are determined to be
15 proficient (i.e., receive a performance level rating of “on track” or “mastered”) in English language arts
16 (ELA) based on the student’s most recent TCAP test.

17 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 18 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
19 portion of the student’s most recent TCAP test may be promoted if:
 - 20 a. The student is an English language learner and has received less than two (2) full years
21 of ELA instruction;
 - 22 b. The student was previously retained in grades K-3;
 - 23 c. The student is retested before the next school year and scores proficient in ELA;
 - 24 d. The student attends a learning loss bridge camp before the next school year, maintains a
25 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
26 test at the end of the camp; or
 - 27 e. The student receives tutoring for the entirety of the next school year in accordance with
28 state law; or
 - 29 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
30 ELA standards by scoring within the fiftieth percentile on the most recently
31 administered state-provided benchmark assessment and the district provides tutoring
32 services to the student during the entire fourth grade school year and notifies the
33 student’s parent/guardian, in writing, of the benefits of enrolling the student in summer
34 programming.
- 35
- 36
- 37 2. A student in third grade receiving a performance level rating of “below” on the ELA portion of
38 the student’s most recent TCAP test may be promoted if:
 - 39 a. The student is an English language learner and has received less than two (2) full years
40 of ELA instruction;
 - 41 b. The student was previously retained in grades K-3;
 - 42

- c. The student is retested before the next school year and scores proficient in ELA; or
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

*Decision of Retention – Fourth Grade*⁹¹⁰

~~Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:~~

- ~~1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year in accordance with state law or because of attending a learning loss bridge camp must maintain a ninety percent (90%) attendance rate; and~~
- ~~2. A student receiving tutoring for the entirety of the next school year in accordance with state law shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the student may be promoted to fifth grade.~~

~~A student shall not be retained more than once in fourth grade.~~

Students in the following categories may be promoted to fifth grade if they demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test:

1. A student who was promoted to fourth grade due to receiving tutoring for the entirety of the fourth-grade school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.
2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.
3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:
 - a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or
 - b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

*Decision of Retention – Students with Disabilities*¹⁰¹¹

1 Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the
 2 student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of
 3 TCAP was due to the student's disability. The school district shall not retain a student with a disability
 4 or a suspected disability that impacts their ability to read.

5 **APPEALS**^{7,11,8,12}

6 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
 7 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
 8 made to a committee appointed by the principal within ten (10) business days.

9 The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal
 10 hearing and shall be given the opportunity to address the committee. The committee shall conduct a
 11 hearing within ten (10) business days to determine if the student will be promoted and issue such
 12 decision within ten (10) business days.

13 Upon notification of the committee decision, the principal shall send written notification to the
 14 Director of Schools/designee and the parent(s)/guardian(s). The notification shall advise
 15 parent(s)/guardian(s) of their right to appeal such action within ten (10) business days to the Director
 16 of Schools/designee.

17 The appeal shall be heard no later than ten (10) business days after the request for appeal is received. A
 18 decision shall be issued within ten (10) business days.

19 Within five (5) business days of the Director of Schools/designee rendering a decision, the student's
 20 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
 21 Following the review, the Board may affirm or overturn the decision of the Director of
 22 Schools/designee. The action of the Board shall be final.

23 For students where retention is required per the additional requirements for students in third and fourth
 24 grade, parent(s)/guardian(s) may appeal this decision in accordance with state law.^{12,13}

Legal References

1. [20 USCA § 1400 et seq.; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)

Cross References

- Credit Recovery 4.210
- Grading System 4.600
- Reporting Student Progress 4.601
- Attendance 6.200
- Student Assignments 6.205
- Homeless Students 6.503
- Student Records 6.600

11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Legal References

14. [20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
15. [TRR/MS 0520-01-03-.16\(5\)](#)
16. [TCA 49-1-905\(e\)](#)
17. [TRR/MS 0520-01-03-.16\(4\)](#)
18. [TRR/MS 0520-01-03-.16\(6\)](#)
19. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
20. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
21. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
22. [TRR/MS 0520-01-03-.16\(7\)](#)
23. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(e\)](#)
24. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
25. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Cross-References

Credit Recovery 4.210
 Grading System 4.600
 Reporting Student Progress 4.601
 Attendance 6.200
 Student Assignments 6.205
 Homeless Students 6.503
 Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Physical Assault Leave	Descriptor Code: 5.307	Issued Date: 08/05/24
		Rescinds: 5.307	Issued: 02/06/23

1 *General*

2 **Employees shall be notified of their right to report a physical assault to the appropriate law enforcement**
3 **agency.¹**

4 **An employee teacher** who is absent from assigned duties as a result of personal injury caused by physical
5 assault or other violent criminal acts committed in the course of the **employee's teacher's** employment
6 duties shall receive his/her full salary and full benefits until the **employee teacher** is released by his/her
7 physician to return to work or his/her physician determines the **employee teacher** is permanently unable
8 to return to work. **Hourly employees shall receive an amount representing the average number of hours**
9 **the employee works for the district per pay period along with their full benefits, if available, until the**
10 **employee is released by his/her physician to return to work or his/her physician determines the employee**
11 **is permanently unable to return to work. An hourly employee is not eligible to receive the continued pay**
12 **and benefits if he/she has been employed by the district for less than one (1) full pay period.²**

13 If the **employee teacher** receives workers' compensation or other similar benefits, the Board shall pay
14 the difference between that amount and the **employee's teacher's** full salary or average pay, as
15 applicable.²⁺ **The district shall pay the full salary or average salary, or the difference between the**
16 **employee's full salary or average pay, as applicable, and the workers' compensation or similar benefits,**
17 **if any, for up to one (1) year.**

18 **PHYSICIAN STATEMENT**

19 A signed statement listing the cause of the absence shall be provided by the employee on forms furnished
20 by the **D**irector of **S**chools and shall promptly be given to the immediate supervisor in support of all
21 claims. A certificate from the physician on forms furnished by the **D**irector of **S**chools may also be
22 required to verify the extent of the injury.³

Legal References

1. **Public Acts of 2024, Chapter No. 915**
2. TCA 49-5-714(a); Public Acts of ~~2024~~ 2023,
Chapter No. ~~839~~ 343
3. TRR/MS 0520-01-02-.04(4)(b)

Cross References

- Worker's Compensation 3.602
Sick Leave 5.302
Long Term Leaves of Absence 5.304

▪

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Substitute Teachers	Descriptor Code: 5.701	Issued Date: 08/05/24
		Rescinds: 5.701	Issued: 08/15/22

1
2 Substitute teachers are those teachers used to replace teachers on leave or to fill temporary vacancies
3 **until a licensed teacher is available.**^{1,2} Substitute teachers may be employed and paid directly by the
4 **Board of education** or by a third-party ~~public or private~~ employer through an agreement between such
5 third-party employer and the **Board of education**.

6 Substitute teachers employed by third party entities shall be subject to the same unemployment benefit
7 eligibility conditions as substitute teachers employed directly by the **Board of education.**²

8 APPLICATION/QUALIFICATIONS

9 Criminal history record checks and fingerprinting of applicants for substitute teaching are required.³

10 Applicants with revoked licenses or **suspended licenses or** certificates according to the ~~Department~~ **State**
11 **Board** of Education shall not be hired.⁴

12 Qualifications for substitute teachers shall be determined by the Director of Schools in compliance with
13 **board policy**, state laws, and **State Board of Education rules and** regulations.

14 A list of substitute teacher(s) will be prepared by the Office of Human Resources who will maintain
15 file(s) which may include transcripts, credentials, recommendations, and other pertinent information.

16 COMPENSATION

17 If employed directly by the ~~district board of education~~, the compensation of substitute teachers shall be
18 determined annually by the **Board**.

19 Retired teachers serving as substitutes who do not have an active teaching license shall be paid the same
20 as a retired substitute teacher with an active teaching license. This only applies to teachers who retired
21 after July 1, 2011 through July 1, 2016.⁵

22 CERTIFICATION

23 When substituting for a regular teacher who has been absent for twenty (20) consecutive days, a
24 substitute teacher ~~shall~~ **must** possess a teaching certificate with endorsement in the discipline(s) to be
25 taught **or shall be a retired teacher that held the appropriate endorsement.**⁶ When substituting for a teacher
26 without sick leave, the substitute shall be certified and paid according to the state salary schedule.¹

27

28 EMERGENCY NEEDS

1 All teacher assistants, administrative assistants, and clerical personnel are approved substitute teachers
 2 for use in emergency situations. Emergency use shall be defined as less than a full day due to the regular
 3 or substitute teacher being unable to arrive on time or remain for the full day.

4 Said substitutes shall receive the proportionate equivalent salary regular substitute teachers would
 5 receive under similar circumstances or their regular salary, if higher; however, they shall not receive pay
 6 for both positions at the same time.

7 **TRAINING AND ORIENTATION**

8 The Director of Schools shall be responsible for ensuring that there are appropriate training and
 9 development programs for substitute teachers **that includes the annual school safety training required by**
 10 **state law.**⁷

11 **RESPONSIBILITIES**

12 Substitute teachers shall assume the same responsibilities as the regular teacher, including, but not
 13 limited to, bus duty and playground supervision.

14 **RE-EMPLOYMENT/TERMINATION**

15 On an annual basis, the Director of Schools, with input from the principals, shall determine which
 16 substitute teachers performed at an acceptable level. Substitute teachers who performed below an
 17 acceptable level shall not be re-employed.

18 All substitutes shall be responsible for providing correct addresses and phone numbers and for notifying
 19 the principal and/or third-party employer if they wish to terminate their service as substitutes.

20

Legal References

1. TRR/MS 0520-01-02-.04(5)
2. TCA 49-5-709
3. TCA 49-5-413(a)(2)
4. TCA 49-2-203(a)(14)(C)
5. TCA 49-3-312(b)
6. TCA 49-3-312(a); TRR/MS 0520-01-02-.04(5)(b)
7. **Public Acts of 2024, Chapter No. 735; TCA 49-6-805(7)**

Cross References

- Background Investigations 5.118
 Employment of Retirees 5.119

21

Cleveland City Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Qualifications and Duties of the Director of Schools	Descriptor Code: 5.802	Issued Date: 08/05/24
		Rescinds: 5.802	Issued: 03/13/23

1 QUALIFICATIONS

- 2 1. A professional educator's license
- 3 2. A master's degree in education with a preference for a doctorate degree
- 4 3. Five (5) years of successful experience in school administration
- 5 4. Such other qualifications as the Board deems desirable

6 **REPORTS TO:** The Board of Education

7 **SUPERVISES:** All administrative and supervisory personnel in the district

8 **JOB GOAL:** To provide leadership in developing and maintaining the best possible educational
9 programs and services

10 **SCOPE OF RESPONSIBILITY:** The management responsibilities of the Director of Schools shall
11 extend to all activities of the district, to all phases of the educational program, to all aspects of the
12 financial operation, to all facility management, and to the conduct of such other duties as may be assigned
13 by the Board. The Director of Schools may delegate these duties together with appropriate authority but
14 may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

15 ESSENTIAL FUNCTIONS

16 General Administrative

- 17 1. Provides leadership in identification of priorities and assures that all activities reflect those
18 Board-established priorities.
- 19 2. Prepares and recommends short and long-range plans for Board approval and implements those
20 plans when approved.
- 21 3. Prepares, in conjunction with the Board chair, agenda recommendations relative to all matters
22 requiring Board action, including all facts, information, options, and reports needed to assure
23 informed decisions. Provides advice and counsel to the Board on matters before it.
- 24 4. Attends all regular and special meetings of the Board and keeps a complete and accurate record
25 of the proceedings of all meetings of the Board and of its official acts.
- 26 5. Recommends drafts of new policies or changes to the Board. Anticipates potential problems.
27 Recommends policies or courses of staff action.

- 1 6. Develops administrative procedures to implement Board policy or for the items deemed
2 necessary for the efficient operation of the schools and disseminates these procedures to
3 appropriate staff.
- 4 7. Keeps the Board informed regarding development in other districts or at state and national levels
5 that would be helpful to the district.
- 6 8. Ensures that all local, state, and federal standards for the health and safety of the students and
7 staff are maintained and that required reports are maintained.
- 8 9. Fulfills all statutory obligations and implements the education law of the State of Tennessee and
9 the rules and regulations of the State Board of Education.¹

10 **Financial Management**

- 11 1. Provides direction to and supervision of school business functions. Encourages development and
12 implementation of sound business practices. Continually assesses business practices to achieve
13 efficiency.
- 14 2. Prepares, annually, a budget and submits it to the Board for approval. Presents approved budget
15 to the appropriate local funding body for adoption.
- 16 3. Makes appropriate written reports for the Board detailing all receipts and expenditures of the
17 public school funds and submits them to the local funding body.
- 18 4. Ensures that funds are spent prudently by providing adequate control and accounting of the
19 district's financial and physical resources.

20 **Personnel Administration**

- 21 1. Establishes lines of authority which shall be approved by the Board and shown on the system
22 organization chart. Lines of authority shall not restrict the practical working relationships of all
23 staff members at all levels.
- 24 2. Employs such personnel as may be necessary within the limits of budgetary provisions and
25 recommends to the Board teachers who are eligible for tenure.
- 26 3. Develops recruitment procedures to assure well-qualified applicants for professional and non-
27 professional positions.
- 28 4. Assigns and transfers employees as the interest of the district may dictate and reports such action
29 to the Board for information and record.
- 30 5. Holds meetings of teachers and other employees as necessary for the discussion of matters
31 concerning the welfare and improvement of the schools.
- 32 6. Communicates directly or through delegation all actions of the Board relating to personnel
33 matters to all and receives employees' communications to be made to the Board.

- 1 7. Evaluates principals annually.
- 2 8. Informs the Office of Educator Licensing of licensed educators or educators who have a
3 temporary teaching permit who have been suspended or dismissed, or who have resigned,
4 following allegations of conduct, including sexual misconduct, which, if substantiated, would
5 warrant consideration for license suspension, revocation, or formal reprimand or who have been
6 convicted of a felony. **This report shall also be made if the licensed educator has pleaded guilty
7 or nolo contendere to, or has been convicted or otherwise found guilty of such an offense or
8 equivalent offense in another jurisdiction. The report shall be submitted within thirty (30) days.²**
9 ~~The report shall be submitted within thirty (30) days of the suspension, dismissal, resignation or
10 of receiving knowledge of a felony conviction.²~~

11 **Instructional Leadership**

- 12 1. Serves as the chief school executive. Ensures the development and maintenance of a positive
13 educational program designed to meet the needs of the community and to carry out the policies
14 of the Board. Ensures that a system of thorough and efficient education, as defined by state law,
15 is available to all students.
- 16 2. Recommends to the Board for its adoption all courses of study, curriculum guides, and major
17 changes in tests and time schedules to be used in the schools.
- 18 3. Oversees the timely revisions of all curriculum guides and courses of study.
- 19 4. Develops guidelines and direction for monitoring the effectiveness of existing and new
20 programs.
- 21 5. Conducts a periodic audit of the total school program and advises the Board of recommendations
22 for the educational advancement of the schools.
- 23 6. Seeks out available sources for grant funding to support programs and projects.
- 24 7. Ensures that the goals of the school system are adequately reflected in its educational program
25 and operations.

26 **Community/Public Relations**

- 27 1. Promotes community support of the schools. Interprets district programs and services, reports,
28 plans, events, and activities of interest and solicits community opinions regarding school and
29 educational issues.
- 30 2. Identifies available community resources and links to social service agencies that support
31 education and healthy child development.
- 32 3. Develops strategies to promote parental involvement in their student's education and provides
33 opportunities for parent-teacher interaction.
- 34 4. Maintains contact and good relations with local media. Acts as the Board's spokesperson.

1 5. Ensures that the district interests will be represented in meetings and activities of municipal and
2 other governmental agencies.

3 6. Represents the school system and its interests in community organizations, activities, and
4 projects.

5 **TERMS OF EMPLOYMENT:** Serves in accordance with the terms of the contract between the Board
6 and the Director of Schools. Salary to be determined by the Board.

7 **EVALUATION:** Performance of this job will be evaluated in accordance with provisions of state law
8 and the Board's policy on evaluation of the Director of Schools.

9 **GENERAL REQUIREMENTS:** The above statements are intended to describe the general nature and
10 level of work being performed by the person assigned to this position. They are not intended to be a
11 complete list of responsibilities, duties, and skills required of personnel so assigned.

Legal References

1. [TCA 49-2-301](#)
2. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#);
[TCA 49-5-106\(f\); Public Acts of 2024, Chapter No. 577](#)
~~[Public Acts of 2021, Chapter 211](#)~~

Cross References

Executive Committee 1.301
Board Meeting News Coverage 1.502
Administrative Rules 1.601
Administrative Committees 1.602
Administrative Reports 1.603
School District Planning 1.701
Job Descriptions 5.103
Application and Employment 5.106
Evaluation of the Director of Schools 5.803

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: School Admissions	Descriptor Code: 6.203	Issued Date: 08/05/24
		Rescinds: 6.203	Issued: 05/01/23

1 Any student entering Cleveland City School for the first time shall present:

- 2
- 3 1. A birth certificate or officially acceptable evidence of date of birth at the time of
- 4 registration ¹
- 5 2. Evidence of a current medical examination ²
- 6 3. Evidence of state-required immunizations **or exemption as authorized by state law.** ³
- 7 4. Proof of residency; and
- 8 5. Proof of custody, **as applicable.**
- 9

10 The name used on the records of a student entering school shall be the same as that shown on the birth
11 certificate unless evidence is presented that such name has been legally changed through a court as
12 prescribed by law. If the parent/guardian does not have or cannot obtain a birth certificate, then the
13 name used on the records of such student will be the same as that shown on documents which are
14 acceptable to the school principal as proof of date of birth.⁴

15
16 A child whose care, custody, and support have been assigned to a resident of the district by a power
17 of attorney or order of the court shall be enrolled in school provided appropriate documentation has
18 been filed with the district office.⁵ Any adult (caregiver or legal guardian) who enrolls a student in a
19 school while fraudulently representing the child's residence or the parent's hardship is liable for
20 restitution for an amount equal to the per pupil expenditure.

21
22 A student may transfer into the school district at any time during the year if his/her parent(s)
23 guardian(s) moves his/her residence into the school district.

24 **ADJUDICATED DELINQUENT STUDENT**⁶

25 ~~If a student has at any time been adjudicated delinquent for any offense listed in TCA 49-6-3051(b),~~
26 ~~the parent(s)/guardian(s) and a school administrator of any school having previously received similar~~
27 ~~notice from the juvenile court or another source shall provide to the principal/designee the abstract⁶ or~~
28 ~~other similar written information when any such student:⁷~~

- 29 ~~1. Initially enrolls in the district;~~
- 30
- 31 ~~2. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or~~
- 32
- 33 ~~3. Changes schools within this state.~~

1 A principal or principal’s designee may ask a parent/guardian in writing if their student has been
2 adjudicated delinquent for an offense listed in TCA 49-6-3051 within thirty (30) days of the student
3 first enrolling in the school and when any such student:

- 4 1. Resumes school attendance after suspension, expulsion, or adjudication of delinquency; or
- 5
- 6 2. Changes schools within this state.

7 This information shall be shared only with school employees who have responsibility for classroom
8 instruction of the student, the school counselor, social worker, or psychologist who is developing a
9 plan for the student while in the school, and the school resource officer. Such information is otherwise
10 confidential and shall not be released to others, and the written notification shall not become a part of
11 the student's record.⁷

Legal References

1. ~~TCA 49-6-3008(b)~~
2. ~~TRR/MS 0520-01-03-.08(2)(a); 20 USCA § 1232h(e)~~
3. ~~TCA 49-6-5001(e)~~
4. ~~TCA 49-6-5106~~
5. ~~TCA 49-6-3001(e)(6)~~
6. ~~TCA 37-1-153(e), 154~~
7. ~~TCA 49-6-3051~~

Legal References

1. [TCA 49-6-3008\(b\)](#)
2. [TRR/MS 0520-01-13-.01\(1\)\(a\); 20 USCA § 1232h\(c\)](#)
3. [TCA 49-6-5001\(c\)](#)
4. [TCA 49-6-5106](#)
5. [TCA 49-6-3001\(c\)\(6\)](#)
6. [TCA 37-1-153\(e\), 154; TCA 49-6-3051; Public Acts of 2024, Chapter No. 721](#)
7. [TCA 49-6-3051\(d\)](#)

Cross References

Admission of Suspended/Expelled Students 6.318
Homeless Students 6.503
Migrant Students 6.504
Students in Foster Care 6.505
Students from Military Families 6.506

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Code of Conduct	Descriptor Code: 6.300	Issued Date: 08/05/24
		Rescinds: 6.300	Issued: 10/02/23

1 The Board delegates to the Director of Schools the responsibility of developing specific codes of
2 conduct which are appropriate for each level of school.¹ Codes of conduct for students in pre-
3 kindergarten or kindergarten shall utilize alternative disciplinary practices such as restorative practices,
4 RTI2B, multi-tier systems of supports, and behavior intervention plans. Exclusionary discipline shall
5 only be used as a measure of last resort.² The development of each code shall involve principals and
6 staff members of each level and shall be **based on evidence-based behaviors supports and**
7 **interventions.**³~~consistent with the relevant policies as adopted by the Board.~~¹

8 The following levels of misbehavior and disciplinary procedures and options are standards designed to
9 protect all members of the educational community in the exercise of their rights and duties and to
10 maintain a safe learning environment where orderly learning is possible and encouraged.² ⁴ These
11 misbehaviors apply to student conduct on school buses, on school property, and while students are on
12 school-sponsored outings. ~~Staff members shall ensure that disciplinary measures are implemented in a~~
13 ~~manner that:~~³ **Staff members have the authority to enforce the code of conduct³ and shall ensure that**
14 **disciplinary measures are implemented in a manner that:**⁵

- 15 1. Balances accountability with an understanding of traumatic behavior;
- 16
- 17 2. Teaches school and classroom rules while reinforcing that violent or abusive behavior is not
18 allowed at school;
- 19
- 20 3. Minimizes disruptions to education with an emphasis on positive behavioral supports and
21 behavioral intervention plans;
- 22
- 23 4. Creates consistent rules and consequences; and
- 24
- 25 5. Models respectful, non-violent relationships.

26 In order to ensure that these goals are accomplished, the school district shall utilize the following
27 trauma-informed discipline practices: restorative practices, RTI2B, multi-tier systems of supports,
28 and/or behavior intervention plans. **Principals shall use appropriate discipline management techniques**
29 **when enforcing the code of conduct.**

30 MISBEHAVIORS: LEVEL I

31 This level includes minor misbehavior on the part of the student which impedes orderly classroom
32 guidelines or interferes with the orderly operation of the school but which can usually be handled by an
33 individual staff member.

1 *Examples (not an exclusive listing)*

- 2 • Classroom disturbances
- 3 • Classroom tardiness
- 4 • Cheating and lying
- 5 • Abusive language
- 6 • Failure to do assignments or carry out directions
- 7 • Wearing, while on the grounds of a public school during the regular school day,
- 8 clothing that exposes underwear or body parts in an indecent manner that disrupts the
- 9 learning environment⁴⁶
- 10 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 11 cyber-bullying, and/or hazing)

12 *Disciplinary Procedures*

- 13 • The staff member intervenes immediately.
- 14 • The staff member determines what offense was committed and its severity.
- 15 • The staff member determines who committed the offense and if he/she understands the
- 16 nature of the offense.
- 17 • The staff member employs appropriate disciplinary options.
- 18 • The record of the offense and disciplinary action shall be maintained by the staff
- 19 member.

20 *Disciplinary Options*

- 21 • Verbal reprimand
- 22 • Special assignment
- 23 • Restricting activities
- 24 • Assigning work details
- 25 • Counseling
- 26 • Withdrawal of privileges
- 27 • Issuance of demerits
- 28 • Strict supervised study
- 29 • Detention
- 30 • In-school suspension
- 31 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 32 intervention plans

33 **MISBEHAVIORS: LEVEL II**

34 This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of
 35 the school. These misbehaviors do not represent a direct threat to the health and safety of others but
 36 have educational consequences serious enough to require corrective action on the part of
 37 administrative personnel.

38 *Examples (not an exclusive listing)*

- 1 • Continuation of unmodified Level I misbehaviors
- 2 • Using forged notes or excuses
- 3 • Disruptive classroom behavior
- 4 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 5 cyber-bullying, and/or hazing)

6 *Disciplinary Procedures*

- 7 • The student is referred to the principal for appropriate disciplinary action.
- 8 • The principal meets with the student and the staff member.
- 9 • The principal hears the accusation made by the staff member and allows the student the
- 10 opportunity to explain his/her conduct.
- 11 • The principal takes appropriate disciplinary action and notifies the staff member of the
- 12 action.
- 13 • The record of offense and disciplinary action shall be maintained by the principal.

14 *Disciplinary Options*

- 15 • ~~Required parent/guardian contact~~
- 16 • ~~Assignment to no more than five (5) hours detention or in-school suspension~~
- 17 • ~~Suggested referral to school counselor~~
- 18 • Teacher/schedule change
- 19 • Modified probation
- 20 • Behavior modification
- 21 • Social probation
- 22 • Peer counseling
- 23 • Referral to outside agency
- 24 • In-school suspension
- 25 • Transfer
- 26 • Detention
- 27 • Suspension from school-sponsored activities or from riding school bus
- 28 • ~~Restricting school related honors student is otherwise due~~
- 29 • Out-of-school suspension (not to exceed ten (10) days)
- 30 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior
- 31 intervention plans

32 **MISBEHAVIORS: LEVEL III**

33 This level includes acts directly against persons or property but whose consequences do not seriously
34 endanger the health or safety of others in the school.

35 *Examples (not an exclusive listing)*

- 36 • Continuation of unmodified Level I and II misbehaviors
- 37 • Fighting
- 38 • Vandalism (minor)

- 1 • Use, possession, sale, distribution, and/or being under the influence of tobacco or
- 2 alcohol
- 3 • Use, possession, sale, or distribution of drug paraphernalia
- 4 • Use, sale, distribution, and/or being under the influence of drugs
- 5 • Stealing
- 6 • Threats to others
- 7 • Inciting a riot/disturbance or encouraging others to disrupt school
- 8 • Gambling
- 9 • Failure to report to after-school suspension
- 10 • Possession and/or use of disabling defense substances such as mace, tear gas, pepper
- 11 spray, and others
- 12 • Indecent exposure
- 13 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
- 14 cyber-bullying, and/or hazing)

15 *Disciplinary Procedures*

- 16 • The student is referred to the principal for appropriate disciplinary action.
- 17 • The principal meets with the student and the staff member.
- 18 • The principal hears the accusation and allows the student the opportunity to explain
- 19 his/her conduct.
- 20 • The principal takes appropriate disciplinary action **and notifies the staff member of the**
- 21 **action.**
- 22 • The principal may refer the incident to the Director of Schools and make
- 23 recommendations for consequences.
- 24 • The record of offense and disciplinary action shall be maintained by the principal.
- 25 ~~• If the student's program is to be changed, adequate notice shall be given to the student~~
- 26 ~~and his/her parents of the charges against him, his/her right to appear at a hearing, and~~
- 27 ~~to be represented by a person of his/her choosing.~~
- 28 ~~• Any change in school assignment is appealable to the Board.~~
- 29 • Record of offense and disciplinary action maintained by the principal/designee or
- 30 Director of Schools.

31 *Disciplinary Options*

- 32 ~~• Required parent/guardian conference~~
- 33 ~~• Required school counseling referral~~
- 34 • In-school suspension
- 35 • Detention
- 36 • Restitution from loss, damage, or stolen property
- 37 • Out-of-school suspension
- 38 • Social adjustment classes
- 39 • Transfer
- 40 • Expulsion
- 41 • Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior

1 intervention plans

2 MISBEHAVIORS: LEVEL IV

3 This level of misbehavior includes acts which result in violence to another's person or property or
4 which pose a threat to the safety of others in the school. These acts are so serious that they usually
5 require administrative actions which result in the immediate removal of the student from the school,
6 the intervention of law enforcement authorities, and/or action by the Board.

7 If a student's action poses a threat to the safety of others in the school, a teacher, principal, school
8 employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or
9 death to another person.^{5 7}

10 *Examples (not an exclusive listing)*

- 11 • Continuation of unmodified Level I, II, and III misbehaviors
- 12 • Death threat
- 13 • Extortion
- 14 • Bomb threat*
- 15 • Possession of a firearm on school property*
- 16 • Possession of dangerous weapons ~~made or adapted for the purpose of inflicting death or~~
17 ~~serious bodily injury or anything that in the manner of its use or intended use is capable~~
18 ~~of causing death or serious bodily injury*~~
- 19 • Threats of mass violence on school property or at a school-related activity.*
- 20 • Assault that results in bodily injury upon any teacher, principal, administrator, any other
21 employee of the school, or a school resource officer*
- 22 • Aggravated assault*
- 23 • Vandalism
- 24 • Theft, possession, and/or sale of stolen property
- 25 • Arson
- 26 • Possession of unauthorized substances (e.g. any controlled substance, controlled
27 substance analogue, or legend drug)*
- 28 • Use or transfer of unauthorized substances
- 29 • Victimization of any student (harassment (sexual, racial, ethnic, religious), bullying,
30 cyber-bullying, and/or hazing)
- 31 • Electronic threat to cause bodily injury or death to another student or school employee

32 *Disciplinary Procedures*

- 33 • The principal confers with appropriate staff members and with the student.
- 34 • The principal hears the accusations and allows the student the opportunity to explain
35 his/her conduct.

- 1 • The parent(s)/guardian(s) are notified.
- 2 • Law enforcement officials are contacted, and principal/designee is notified.
- 3 • The incident is reported, and recommendations are made to the Director of Schools.
- 4 • If the student's placement is to be changed, adequate notice of the charges shall be
- 5 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 6 hearing.

7 *Disciplinary Options*

- 8 • ~~Ten (10) days out of school suspension or long term suspension~~
- 9 • ~~Required parent/guardian involvement~~
- 10 • ~~Expulsion~~
- 11 • ~~Alternative schools~~
- 12 • ~~Other hearing authority or Board action which results in appropriate placement~~
- 13 • ~~Restorative practices, RTI²B, multi-tier systems of supports, and/or behavior~~
- 14 ~~intervention plans~~

- 15 • Law enforcement officials and the Director of Schools are immediately contacted, if
- 16 applicable.⁹
- 17 • The principal confers with appropriate staff members and with the student.
- 18 • The principal hears the accusations and allows the student the opportunity to explain
- 19 his/her conduct.
- 20 • The parent(s)/guardian(s) are notified.
- 21 • Recommendations are made to the Director of Schools.
- 22 • The principal notifies the staff members of the resolution.
- 23 • If the student's placement is to be changed, adequate notice of the charges shall be
- 24 given to the student and his/her parent(s)/guardian(s) and his/her right to appear at a
- 25 hearing.
- 26

27 * Designates zero tolerance offenses (Expulsion/Remand for a period of not less than one (1)

28 calendar year subject to modification by the Director of Schools on a case-by-case basis.)

Legal References

1. [TCA 49-6-4005](#)
2. [TCA 49-6-3024](#)
3. [TCA 49-6-2801](#)
4. [TCA 49-6-4002](#)
5. [TCA 49-6-4109](#)
6. [TCA 49-6-4009](#)
7. [TCA 49-6-2802](#)
8. [TCA 39-16-517; TCA 49-6-3401\(g\); Public Acts of 2024, Chapter No. 882; Public Acts of 2024, Chapter No. 915;](#)
9. [Public Acts of 2024, Chapter No. 882](#)

Cross References

Security 3.205
 Traffic and Parking Controls 3.403
 Procedural Due Process 6.302
 Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
 Title IX & Sexual Harassment 6.3041
 Interference/Disruption of School Activities 6.306
 Bus Safety and Conduct 6.308
 Zero Tolerance Offenses 6.309
 Dress Code 6.310
 Corporal Punishment 6.314
 Detention 6.315

Suspension 6.316
Safe Relocation of Students 6.4081

Legal References

- 10. TCA 49-6-4005; TCA 49-6-3024
- 11. TCA 49-6-4002 to 4005; 20 USCA § 7114, 7118
- 12. TCA 49-6-4109
- 13. TCA 49-6-4009
- 14. TCA 49-6-4008

Cross-References

- ~~Traffic and Parking Controls 3.403~~
- ~~Procedural Due Process 6.302~~
- ~~Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304~~
- ~~Bus Safety and Conduct 6.308~~
- ~~Zero Tolerance Offenses 6.309~~
- ~~Dress Code 6.310~~
- ~~Detention 6.315~~
- ~~Suspension 6.316~~
- ~~Safe Relocation of Students 6.4081~~

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 08/05/24
		Rescinds: 6.309	Issued: 08/01/23

1 In order to ensure a safe and secure learning environment, the following offenses shall not be
2 tolerated¹:

- 3 1. Bringing to school or being in unauthorized possession of a firearm on school property;²
4
- 5 2. Unlawful possession of any drug, including any controlled substance, controlled substance
6 analogue, or legend drug on school grounds or at a school-sponsored event;³
7
- 8 3. Aggravated assault;⁴
9
- 10 4. Assault that results in bodily injury⁵ upon any teacher, principal, administrator, any other
11 employee of the school, or school resource officer;
12
- 13 5. **Valid threats of mass violence on school property or at a school-related activity as determined**
14 **by a threat assessment team.**⁶
- 15 6. Possession of dangerous weapons made or adapted for the purpose of inflicting death or serious
16 bodily injury or anything that in the manner of its use or intended use is capable of causing
17 death or serious bodily injury; or
18
- 19 ~~7. Threats of mass violence on school property or at a school-related activity.~~⁶

20 Committing any of these offenses shall result in a student being expelled from the regular school
21 program for at least one (1) calendar year unless modified by the Director of Schools. Modification of
22 the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance
23 offenses may be assigned to an alternative school or program at the discretion of the Director of
24 Schools.⁷

25 When it is determined that a student has violated this policy, the principal shall notify the student's
26 parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)

Cross References

- Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority
6.317

6. ~~TCA 39-16-517; Public Acts of 2023, Chapter No. 299~~
7. ~~TCA 49-6-3401(g)(2); TCA 49-6-3402~~
8. ~~TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1)~~

~~Alternative Education 6.319~~
~~Safe Relocation of Students 6.4081~~

Legal References

1. [TCA 49-6-3401\(g\)](#)
2. [18 USCA § 921\(a\)\(3\); 20 USCA § 7961](#)
3. [TCA 39-17-454; TCA 53-10-101](#)
4. [TCA 39-13-102](#)
5. [TCA 39-13-101\(a\)\(1\)](#)
6. [TCA 39-16-517; TCA 49-6-3401\(g\)\(2\)\(D\); Public Acts of 2024, Chapter No. 882](#)
7. [TCA 49-6-3401\(g\)\(2\); TCA 49-6-3402](#)
8. [TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961\(h\)\(1\); Public Acts of 2024, Chapter No. 882](#)

Cross References

~~Threat Assessment Team 3.204~~
~~Code of Conduct 6.300~~
~~Drug-Free Schools 6.307~~
~~Suspension 6.316~~
~~Student Disciplinary Hearing Authority 6.317~~
~~Alternative Education 6.319~~
~~Safe Relocation of Students 6.4081~~

Cleveland City Board of Education

Monitoring: Review: Annually, in March	Descriptor Term: Suspension	Descriptor Code: 6.316	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 A principal may suspend a student from attendance in a specific class or school related activity without
3 suspending the student from attendance at school. Based on the severity of the offense, a principal may
4 suspend a student from attendance at school and all school activities.

5 Students may be suspended for good and sufficient reasons including, but not limited to:¹

- 6 1. Willful and persistent violation of the rules of the school;
- 7 2. Immoral or disreputable conduct, including vulgar or profane language;
- 8 3. Violence or threatened violence against the person of any personnel attending or assigned to any
9 school;
- 10 4. Willful or malicious damage to real or personal property of the school or the property of any
11 person attending or assigned to the school;
- 12 5. Inciting, advising, or counseling of others to engage in any of the action that would justify
13 suspension;
- 14 6. Marking, defacing, or destroying school property;
- 15 7. Possession of a pistol, gun, or firearm on school property;²
- 16 8. Possession of a knife or other weapons, as defined in state law, on school property;³
- 17 9. Assaulting a principal, teacher, school bus driver, or other school personnel with vulgar,
18 obscene, or threatening language;
- 19 10. Unlawful use or possession of barbitol or legend drugs as defined in state law;⁴
- 20 11. Engaging in behavior which disrupts a class or school-sponsored activity;
- 21 12. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly
22 explosive or destructive device including chemical weapons on school property or at a school-
23 sponsored event, or an invalid threat of mass violence;⁵
- 24 13. One (1) or more students initiating a physical attack on an individual student on school property
25 or at a school activity, including travel to and from school;

- 1 14. Assault against a school employee as defined in state law;⁶
- 2 15. Off-campus criminal behavior resulting in felony charges;
- 3 16. When behavior poses a danger to persons or property or disrupts the educational process;
- 4 17. Any other conduct prejudicial to good order or discipline in any school.

5 Except in an emergency, a principal shall not suspend any student until that student has been advised
6 of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

7 If, as a result of an investigation, a principal/designee finds that a student acted in self-defense under a
8 reasonable belief that the student, or another to whom the student was coming to the defense of, may
9 have been facing the threat of imminent danger of death or serious bodily injury, then the student may
10 not face any disciplinary action.⁵

11 When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of
12 Schools/designee of the following:

- 13 1. Student's suspension;
- 14
- 15 2. Cause for the suspension; and
- 16
- 17 3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s),
18 student, and the principal.

19 If a student is suspended during the last ten (10) days of any term or semester, he/she shall be
20 permitted to take such final examinations or submit such required work as necessary to complete the
21 course of instruction for that semester, subject to conditions prescribed by the principal.⁶

22 **IN-SCHOOL SUSPENSION⁷**

23 In-school suspension shall be offered to students as an alternative program (if applicable) to complete
24 academic assignments and receive credit for work completed.

25 Students given an in-school suspension in excess of one (1) day from classes shall attend special
26 classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for
27 study. Personnel responsible for in-school suspension shall ensure that each student is supervised at all
28 times and has textbooks and classwork assignments from his/her regular teachers.

29 **SUSPENSIONS LONGER THAN FIVE DAYS⁸**

30 If a suspension is longer than five (5) days, the principal shall develop and implement a plan for
31 improving the student's behavior.

1 **SUSPENSIONS LONGER THAN TEN DAYS⁹**

2 If the principal suspends a student for longer than ten (10) days, he/she shall immediately give written
 3 notice to the parent(s)/guardian(s) and the student of the right to appeal the decision. All appeals shall
 4 be filed within five (5) days of receipt of the notice. These appeals may be filed by the
 5 parent(s)/guardian(s), the student, or any person holding a teaching license who is employed by the
 6 school district if requested by the student.

7 The appeal from this decision shall be to the Disciplinary Hearing Authority appointed by the Board. If
 8 a Disciplinary Hearing Authority has not been appointed, then the appeal shall be to the Board.

9 **SCHOOL-SPONSORED EVENTS⁶**

10 If a student assaults an employee, he/she shall be suspended from school-sponsored events for one (1)
 11 calendar year unless modified by the Director of Schools. A school-sponsored event is an activity that
 12 is not directly related to a student's grade in a course of instruction

Legal References

1. [TCA 49-2-203\(a\)\(7\); TCA 49-6-3401\(a\)](#)
2. [TCA 39-17-1309\(b\)](#)
3. [TCA 39-17-1309](#)
4. [TCA 53-10-101; TCA 39-17-454](#)
5. [Public Acts of 2024, Chapter No. 882](#)
6. [Public Acts of 2024, Chapter No. 915; TCA 39-13-101](#)
7. [TCA 49-6-3401\(i\)](#)
8. [TCA 49-6-3401\(d\)](#)
9. [TCA 49-6-3401\(b\)](#)
10. [TCA 49-6-3401\(c\)\(3\)](#)
11. [TCA 49-6-3401\(a\)-\(c\); Goss v. Lopez, 419 U.S. 565 \(1975\); 20 USCA § 1415](#)

Cross References

- Traffic and Parking Controls 3.403
- Code of Conduct 6.300
- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Drug-Free Schools 6.307
- Bus Safety and Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Student Disciplinary Hearing Authority 6.317
- Alternative Education 6.319

13 **DEFINITIONS:[†]**

1 ~~**Suspension:** dismissed from attendance at school for any reason not more than ten (10) consecutive~~
2 ~~days. Multiple suspensions shall not run consecutively nor shall multiple suspensions be applied to~~
3 ~~avoid expulsion from school.~~

4 ~~**Expulsion:** removal from attendance for more than ten (10) consecutive days or more than fifteen (15)~~
5 ~~days in a month of school attendance. Multiple suspensions that occur consecutively shall constitute~~
6 ~~expulsion.~~

7 ~~**Remand:** assignment to an alternative school.~~

8 **REASONS FOR SUSPENSION/EXPULSION:**

9 Any principal, principal teacher or assistant principal (herein called principal) may suspend/expel any
10 student from attendance at school or any school-related activity on or off campus or from attendance at
11 a specific class or classes, or from riding a school bus, without suspending such student from attendance
12 at school (in-school suspension), for good and sufficient reasons including, but not limited to:²

13 1. ~~Willful and persistent violation of the rules of the school;~~

14 2. ~~Immoral or disreputable conduct, including vulgar or profane language;~~

15 3. ~~Violence or threatened violence against the person of any personnel attending or assigned to~~
16 ~~any school;~~

17 4. ~~Willful or malicious damage to real or personal property of the school, or the property of any~~
18 ~~person attending or assigned to the school;~~

19 5. ~~Inciting, advising or counseling of others to engage in any of the acts herein enumerated;~~

20 6. ~~Possession of a pistol, gun or firearm on school property;³~~

21 7. ~~Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;~~

22 8. ~~Assaulting a principal, teacher, school bus driver or other school personnel with vulgar,~~
23 ~~obscene or threatening language;~~

24 9. ~~Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;³~~

25 10. ~~Engaging in behavior which disrupts a class or school-sponsored activity;~~

26 11. ~~Making a threat, including a false report, to use a bomb, dynamite, any other deadly explosive~~
27 ~~or destructive device including chemical weapons on school property or at a school-sponsored~~
28 ~~event;~~

29 12. ~~Two (2) or more students initiating a physical attack on an individual student on school~~
30 ~~property or at a school activity, including travel to and from school;~~

31 13. ~~Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to~~
32 ~~persons or property or disrupts the educational process; and~~

14. Any other conduct prejudicial to good order or discipline in any school.

If as a result of an investigation, a principal or his/her designee finds that a student acted in self-defense under a reasonable belief that the student, or another to whom the student was coming to the defense, may have been facing the threat of imminent danger of death or serious bodily injury, then, the student may not face any disciplinary action.⁴

IN-SCHOOL SUSPENSION:⁵

1. Students given an in-school suspension in excess of one (1) day from classes shall attend either special classes attended only by students guilty of misconduct or be placed in an isolated area appropriate for study; and

2. Personnel responsible for in-school suspension will see that each student is supervised at all times and has textbooks and classwork assignments from his/her regular teachers. Students given in-school suspension shall be required to complete academic assignments and shall receive credit for work completed.

PROCEDURES FOR IN-SCHOOL SUSPENSION AND EXPULSION:⁶

1. Unless the student's continued presence in the school, class or school-related activity presents an immediate danger to the student or other persons or property, no principal shall suspend/expel any student until that student has been advised of the nature of his/her misconduct, questioned about it, and allowed to give an explanation.

2. Upon suspension/expulsion of any student (in-school suspension in excess of one (1) day), the principal shall make an immediate attempt to contact the parent or guardian to inform them of the suspension/expulsion. The student shall not be sent home before the end of the school day unless the parent or guardian has been contacted.

3. The principal shall notify the parent or guardian and the director of schools or designee in writing:

a. Of the suspension/expulsion and the cause for it; and

b. A request for a meeting with the parent or guardian, student and principal, to be held as soon as possible, but no later than five (5) days following the suspension/expulsion.

4. Immediately following the scheduled meeting, whether or not attended by the parent or guardian or student, the principal shall determine the length of the suspension/expulsion and set conditions for readmission. If the principal determines the length of the suspension to be between six (6) and the maximum of ten (10) days, the principal shall develop and implement a plan for correcting the behavior when the student returns to school.

5. If at the time of the suspension the principal determines that an offense has been committed which, in the judgment of the principal would justify a suspension/expulsion for more than ten (10) days, he/she may suspend/expel/remand the student unconditionally for a specified period

1 of time or upon such terms and conditions as are deemed reasonable.
 2

3 ~~6. The principal shall immediately give written or actual notice to the parent or guardian and the~~
 4 ~~student of the right to appeal the decision to suspend/expel/remand for more than ten (10) days.~~
 5 ~~The notice shall include a statement that, unless the student's parent or guardian requests an~~
 6 ~~open hearing in writing within five (5) days of receipt of the notice, any hearing will be closed~~
 7 ~~to the public. All appeals must be filed, orally or in writing, within five (5) days after receipt of~~
 8 ~~the notice and may be filed by the parent or guardian, the student or any person holding a~~
 9 ~~teaching license who is employed by the school system if requested by the student.~~

10
 11 ~~7. The appeal from this decision shall be to the Board or to a disciplinary hearing authority~~
 12 ~~appointed by the Board.~~

13
 14 ~~8. If the suspension/expulsion occurs during the last ten (10) days of any term or semester, the~~
 15 ~~student shall be permitted to take such final examinations or submit such required work as~~
 16 ~~necessary to complete the course of instruction for that semester, subject to conditions~~
 17 ~~prescribed by the principal.~~

Legal References

- 12. TCA 49-6-3007(h)
- 13. TCA 49-2-203(a)(7); TCA 49-6-3401(a)
- 14. TCA 49-6-4216; TCA 39-17-1309; TCA 39-17-417
- 15. TCA 49-6-3401(i)
- 16. TCA 49-6-3401(b)(1)
- 17. TCA 49-6-3401(4)-(6); *Goss v. Lopez*, 419 U.S. 565
 (Ohio, 1975); Individuals with Disabilities Act
 Amendments of 1997 § 615

Cross References

- Procedural Due Process 6.302
- Interference/Disruption of School Activities 6.306
- Bus Conduct 6.308
- Zero Tolerance Offenses 6.309
- Dress Code 6.310
- Discipline Procedures 6.313
- Disciplinary Hearing Authority 6.317

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: <h2 style="text-align: center;">Admission of Suspended or Expelled Students</h2>	Descriptor Code: 6.318	Issued Date: 08/05/24
		Rescinds: 6.318	Issued: 05/01/23

1 The Board may deny admission of any student (except those in state custody) who has been expelled
 2 or suspended from another school system in Tennessee or another state even though the student has
 3 established residency in the system in which s/he seeks enrollment.

4 ~~After a request for enrollment is made, the Director of Schools/designee shall investigate the facts~~
 5 ~~surrounding the suspension/expulsion from the former school system and make a recommendation to~~
 6 ~~the Board to approve or deny the request.~~

7 After a request for enrollment is made, the Director of Schools/designee shall investigate the facts
 8 surrounding the suspension or expulsion from the former school district. The principal may ask the
 9 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
 10 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
 11 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
 12 the request.

13 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

14 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
 15 suspended or expelled from the former school district.^{1,2}

Legal References

1. [Public Acts of 2024, Chapter No. 721](#)
2. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

- School Admissions 6.203
 Student Records 6.600

Legal References

3. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

Cross References

- School Admissions 6.203
 Student Records 6.600

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Opioid Antagonist	Descriptor Code: 6.4052	Issued Date: 08/05/24
		Rescinds:	Issued:

1 *General*

2 The school district shall maintain an opioid antagonist at each school in at least two (2) unlocked,
3 secure locations to be administered to any student believed to be having a drug overdose.¹ The opioid
4 antagonist shall be stored in accordance with the manufacturer's instructions.² School nurses and other
5 school personnel expected to provide emergency care to students shall be trained according to the
6 Tennessee Department of Health guidelines. The school nurse or other trained school personnel may
7 utilize the school's supply of opioid antagonists to respond to a drug overdose under a standing
8 protocol from a physician.

9 School district staff shall not prohibit a student, employee, or visitor from possessing an opioid
10 antagonist while the person is on school property or attending a school-sponsored activity held at a
11 location that is not school property.²

12 **PARENTAL NOTIFICATION**

13 The school district shall notify the parent(s)/guardian(s) of any student to whom an opioid antagonist
14 has been administered.

15 **PROCEDURES**

16 The Director of Schools/designee shall develop procedures for the maintenance and usage of opioid
17 antagonists as well as procedures regarding record keeping and reporting after any incident.

Legal References

1. [State Board of Education Policy 4.205; TCA 49-50-1604](#)
2. [Public Acts of 2024, Chapter No. 629](#)

Cleveland City Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Reporting Child Abuse	Descriptor Code: 6.409	Issued Date: 08/05/24
		Rescinds: 6.409	Issued: 05/01/23

1 *General*

2 The Director of Schools shall:¹

- 3 1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional
4 employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;
5 **and submit this information to the Department of Children's Services;**
6
- 7 2. Require that the Coordinator and the Alternate receive appropriate training;
8
- 9 3. Supply the Coordinator with all necessary resources;
10
- 11 4. Ensure that all employees working directly with students annually complete the child abuse
12 training program required by state law.²

13 The Coordinator shall assist any employee with appropriately reporting and responding to instances of
14 child abuse or child sexual abuse.

15 **REPORTING**

16 All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.³ If personnel
17 know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed
18 immediately with the Coordinator, the Department of Children's Services (DCS), and law
19 enforcement.⁴ When alleged abuse involves someone employed by, previously employed by, or
20 otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement
21 prior to notifying the Coordinator.⁵

22 The report shall include, to the extent known by the reporter:⁶

- 23 1. The name, address, telephone number, and age of the child;
24
- 25 2. The name, telephone number, and address of the parents or persons having custody of the child;
26
- 27 3. The nature and extent of the abuse or neglect; and
28
- 29 4. Any evidence to the cause or any other information that may relate to the cause or extent of the
30 abuse or neglect.

31 The Director of Schools/designee shall develop reporting procedures, including sample indicators of
32 abuse and neglect, and shall disseminate the procedures to all school personnel.

1 **CONFIDENTIALITY**

2 District employees shall keep all information regarding any child abuse confidential in accordance
3 with state law.

4 **INVESTIGATIONS**

5 School administrators and employees have a duty to cooperate, provide assistance, and information in
6 child abuse investigations⁷ including permitting DCS teams to conduct interviews while the child is at
7 school. The principal may control the time, place, and circumstances of the interview but may not
8 insist that a school employee be present even if the suspected abuser is a school employee or another
9 student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the
10 child is to be interviewed even if the suspected abuser is not a member of the child's household.⁸

Legal References

1. [TCA 49-6-1601; Public Acts of 2024, Chapter No. 571](#)
2. [TCA 37-1-408](#)
3. [TCA 37-1-403\(a\)\(1\); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605\(a\)\(4\)](#)
4. [TCA 37-1-403\(a\)\(2\); TCA 49-6-1601](#)
5. [TCA 49-6-1601\(d\)\(1\)\(B\)\(v\)](#)
6. [TCA 37-1-403\(b\)](#)
7. [TCA 37-1-611\(b\)](#)
8. [Tenn. Op. Atty. Gen. No. 87-101 \(June 9, 1987\)](#)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyberbullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Cleveland

CITY SCHOOLS

Educate.Innovate.Elevate.



Engaged Workforce

August 2024 Staffing Update

Human Resources Staff



Every Person in a Leadership Role for
Cleveland City Schools



Ms. Michele Adsit- Administrative Assistant



Dr. Susan Rodriguez- Human Resources Specialist



Ms. Brandi King- Communications Specialist



Mr. Kelly Kiser- Assistant Director of Schools

Current Engaged Workforce Strategic Plan Goal:

Provide a diverse, high quality staff across our district.

Summer 2024 Workforce Update

**Thank you
Cleveland City Schools
Board of Education!**

Summer 2024 Workforce Update

**116 Full Time Personnel
Transactions This Summer**

72 New Employees

22 New Positions

9 Retirements

35 Resignations

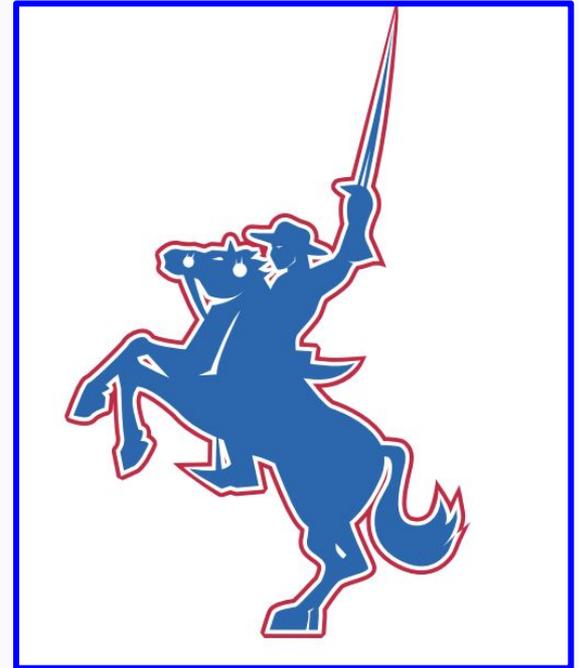
6 Nonrenewals

51 New Certified Employees

21 New Classified Employees

Summer 2024 Workforce Update

39 of 51 new certified positions have experience.
We have truly been [Blue Raiders](#) hiring season.



Creating a Culture of YE³T



**The best is YE³T to come.
(Energized x Engaged x Enabled)**

COMMITTED
TO A
CHAMPIONSHIP
CCULTURE



CHARACTER

CRITICAL THINKING CREATIVITY

COLLABORATION COMMUNICATION

CLEVELAND



What are the components of a championship culture?

- **Credible Leaders**
- **Clear and Compelling Vision**
- **Core Values**
- **Standards of Behavior**
- **Committed and Unified Team Members**
- **Aligned Systems**

“Customers will never love a company until the employees love it first.”

-Simon Sinek



Where Are We?

ACTION STEPS

- Increase social media use and other proactive approaches in teacher recruiting.
- Change recruiting and documentation to engage more minority candidates.
- Create a staff diversity advisory committee.
- Develop a teacher pipeline for paraprofessionals and current students to enter the teaching profession.
- Develop district core values/beliefs along with a plan for marketing those beliefs through social media.

Primary Diversity Goal for 2024-2025

In 2024-2025, Cleveland City Schools will continue implementing strategies to recruit and retain employees more reflective of the district's student population by increasing the number of minority applicants available for positions by 5% and by the retaining 100% of existing minority educators.

2023-2024 District Diversity Advisory Committee

Kim Bradford - Principal

Dr. Eric Garner - Assistant Principal

Chris Alvarez -Teacher

Rodney Broadnax -Teacher

Michele Adsit - Administrative Assistant

Ben Garcia -Teacher

Dr. Valery Taylor - Supervisor

Future Plans:

1. **Remain fully staffed and make CCS an employee destination.**
2. **Continue to stay at the forefront of Tennessee in compensation.**
3. **Additional work on marketing to future employees.**
4. **Additional work on lowering turnover rates.**
5. **Continue working on ways to increase staff diversity across the district.**

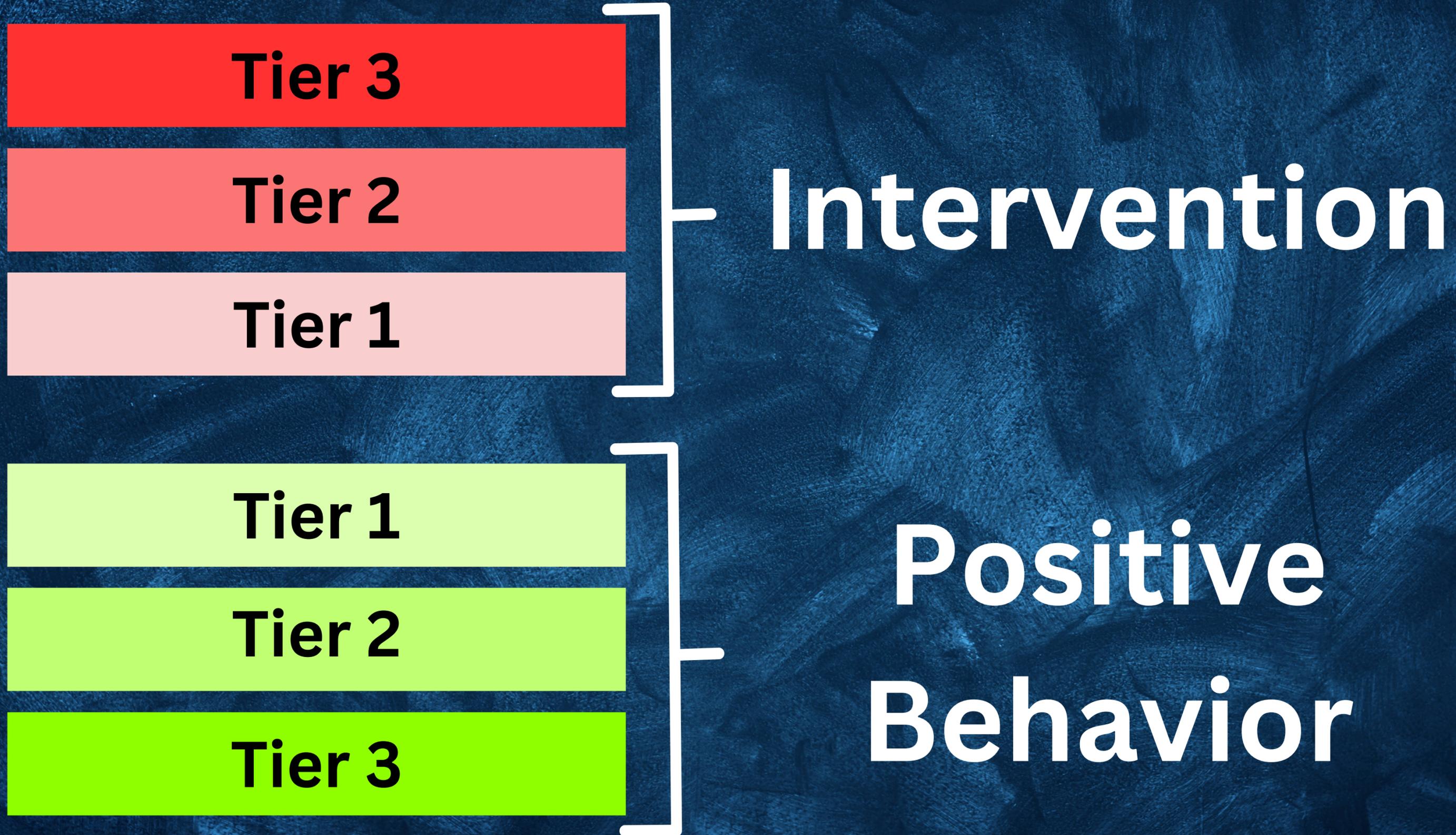
Positive Behavior Interventions & Supports



What is our purpose for having PBIS? How do our students, staff, and school community benefit?

- **Grades**
- **Tardies/Absenteeism**
- **Discipline**

Tiers for Intervention & PBIS

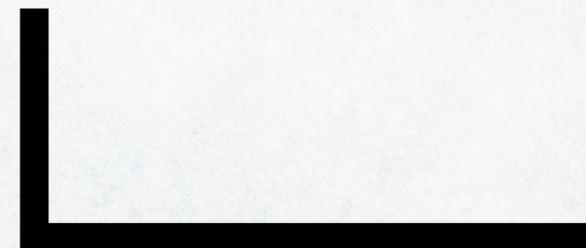


The Raider Way Program

Work Hard



Get Smart



Be Nice



Raider Way Reward Dates

Start Day

August 7 (W)

Sept. 3 (T)

Sept. 30 (M)

Nov. 11 (M)

End Day

August 30 (F)

Sept. 27 (F)

Nov. 8 (F)

Dec. 6 (F)

Raider Way Friday

September 6

Oct. 4 (End of 9 W)

Nov. 15

Dec. 13 (before exams)

How to Qualify for Raider Way

Work Hard

(Within the date range of each Raider Way Friday)

- No more than **1** unexcused tardy
- No more than **0** unexcused absences



How to Qualify for Raider Way

Get Smart

(9 weeks Quarter Grade)

- **All** classes with passing grades (D or above) by the cutoff date (Friday before?)



How to Qualify for Raider Way

Be Nice

(Within the date range of each Raider Way Friday)

- **No** ISS or OSS
- Administration can revoke the privilege for multiple infractions



Raider Way Reward Details

- Students that meet the requirements for the Raider Way Program (***Work Hard, Get Smart, & Be Nice***) will have permission to leave campus on our Raider Way Fridays at 11:00 (They can received grab & go lunch on the way out if they choose to)

Raider Way Reward Details

- The remaining students will report to RISE and we will focus on intervention/study hall for their afternoon.
- This PBIS tackles our Attendance/Tardy issues, Academic Failure issues, & our Discipline issues. It also hits checkmarks for our staff to have grades, attendance, and discipline up to date.
- And its completely FREE!

Raider Way Reward Details

Raider Way Friday Schedule

7:30-8:10 - 1st Block

8:17-8:57 - 2nd Block

9:04-9:44 - 3rd Block

9:51-10:31 - 4th Block

10:38 - All Report to RISE

11:00 - Raider Way Students Dismissed

11:10-11:35 - 1st Lunch

11:40-12:05 - 2nd Lunch

12:10-2:30 - RISE/Tutoring (12:20-1:20 / 1:30-2:30)

Tier 3 PBIS



Students must have:

- A or B in all or the class of the final??
- 0 Unexcused Absences (semester/year)
- 0 Tardies (semester/year)
- No ISS/OSS/Lunch Detention
- No phone confiscation



**EXEMPT FROM
FINAL EXAMS**

Mayfield Elementary School: Building the Dream Team for the Upcoming Year

As we embark on a new academic year, Mayfield Elementary School is excited to welcome our new leadership team: Dr. Jessica Bigham and Assistant Principal, Jay Garcia. Together, they bring a wealth of experience and a shared vision to "Build the Dream Team," focusing on two main objectives: academic excellence and comprehensive pastoral care for our students.

Vision and Objectives

Academic Press:

- **Strengthening Academics:** Our primary focus this year is on academic excellence. We are committed to providing high-quality education that challenges and engages our students, ensuring they achieve their full potential.
- **STEM Designation:** Mayfield Elementary is on the path to becoming a STEM-designated school. To achieve this, we will collaborate with a mentor school that will provide guidance and support throughout this initiative.

Pastoral Care:

- **Social, Emotional, and Behavioral Support:** We will continue to build and strengthen our Tier 1 interventions to address the social, emotional, and behavioral needs of our students. Creating a safe and supportive environment is essential for student success.

New Staff and Team Building

We are thrilled to introduce five new staff members to our team this year. Their diverse backgrounds and expertise will greatly enhance our educational community. Each new member brings unique strengths that will help us achieve our vision of building a dream team dedicated to student success.

Family Engagement

We believe that strong family involvement is crucial to our students' success. This year, we have planned monthly family engagement events designed to bring our community together and strengthen the bond between home and school. These events include:

- **Family Gardening:** A hands-on activity where families can work together to grow and care for a school garden.
- **Grandparents' Lunches:** Special lunch events where students can invite their grandparents to join them, fostering intergenerational connections.
- **Family Scavenger Hunts:** Fun and interactive hunts that encourage families to explore and learn together.

Conclusion

Mayfield Elementary School is committed to making this year our best yet. With a new leadership team, dedicated staff, and a clear vision, we are confident that we can achieve our goals of academic excellence and comprehensive pastoral care. Together, we will build the dream team and create a nurturing environment where every student can thrive. We look forward to an exciting and successful year ahead!



Yates Primary 2024-2025

August

- 1 Open House
- 21 Dairy Queen School Spirit Night
- 27 PTO Meeting 6:00

September

- 13 Grandparents' Day Luncheon (pending)
- 27 Fall Festival

October

- 25 McAlister's Deli School Spirit Night

November

- 18-22 Thanksgiving Luncheon (pending)
- 19 Panda Express School Spirit Night

December

- 19 First Grade Holiday Performance

January

February

March

April

May

STUART ELEMENTARY

2024-2025 PLANS

-The Year to Engage, Inspire, & Empower

Stuart Elementary is gearing up for a positive year ahead. Our newly painted facility brings a sense of freshness and newness to the halls of this historic school. While the academic focus for our school will be Literacy and Math, teachers will use these areas to bring STEM education and exploration to life within the classroom. Students will have opportunities to apply new learning to real life projects and explore future careers that connect to current learning! In addition to academic growth, students and families will be impacted through our monthly Family Nights and Leadworthy moments through Capturing Kids Hearts. Students will experience opportunities to serve others, lead within the school, and develop communication skills to strengthen relationships with others.

SCHOOL MISSION

To create a safe, positive, and inclusive learning environment that fosters academic and personal growth by empowering students to reach their full potential.

